KONICA MINOLTA

bizhub C252

Network scanner operations
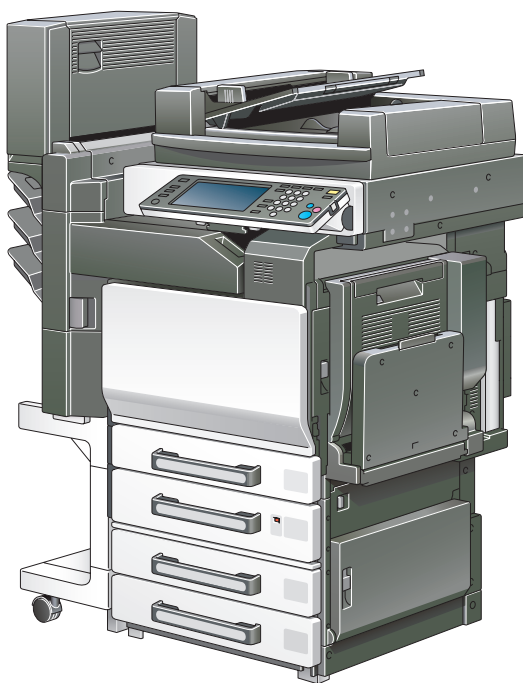
The essentials of imaging

Contents

5 Specifying settings Using PageScope Web Connection

7 Appendix

1 Introduction

1 Introduction

Thank you for choosing this machine.

This user manual contains details on the operation of the network connection and scanner functions of the bizhub C252, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this user manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

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1.3 About this manual

This user manual covers the bizhub C252 network and scanning functions.

This section introduces the structure of the manual and notations used for product names, etc.

This manual is intended for users who understand the basic operations of computers and the machine. For operating procedures of the Windows or Macintosh operating system and application programs, refer to the respective manuals.

Structure of the manual

This manual consists of the following chapters.

Chapter "1 Introduction"

Chapter "2 Before using the scan functions"

Chapter "3 Scanning documents"

Chapter "4 Specifying settings from the control panel"

Chapter "5 Specifying settings Using PageScope Web Connection"

Chapter "6 Scan function troubleshooting"

Chapter "7 Appendix"

Lists the product specifications and the characters that can be entered from the control panel.

Notation

Product name	Notation in the manual
bizhub C252	This machine, C252
Microsoft Windows 98	Windows 98
Microsoft Windows Me	Windows Me
Microsoft Windows NT 4.0	Windows NT 4.0
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
When the operating systems above are written together	Windows 98/Me Windows NT 4.0/2000/XP Windows 98/Me/NT 4.0/2000/XP

Screens, windows and dialog boxes

The touch panel screens and PageScope Web Connection windows and dialog boxes that appear in this manual show a machine with optional ADF (automatic document feeder) DF-601 installed.

1.4   Explanation of manual conventions

The marks and text formats used in this manual are described below.

Safety advices

⚡ DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.
➜   Observe all dangers in order to prevent injuries.

⚠ WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.
➜   Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

⚠ CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.
➜   Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

1   The number 1 as formatted here indicates the first step of a sequence of actions.

2   Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

> An illustration inserted here shows what operations must be performed.

?   Text formatted in this style provides additional assistance.

➜   Text formatted in this style describes the action that will ensure the desired results are achieved.

Tips

✎ . . .
Note
Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.

✎ . . .
Reminder
Text highlighted in this manner contains information that should be reminded.

🔍
Detail
Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key
The names of keys on the control panel are written as shown above.

MACHINE SETTING
Display texts are written as shown above.

1.5   User manuals

The following user manuals have been prepared for this machine.

User manual [Copy Operations]

This manual contains details on basic operations and the operating procedures for the various copy functions.
● Refer to this user manual for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User manual [Network Scanner Operations] <this manual>

This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.
● Refer to this user manual for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to SMB.

User manual [Box Operations]

This manual contains details on operating procedures for using the boxes.
● Refer to this user manual for details on operating procedures for using the boxes on the hard disk.

User manual [Enlarge Display Operations]

This manual contains details on operating procedures for using copy, network scanner and fax functions in Enlarge Display mode.
● Refer to this user manual for details on operating procedures in Enlarge Display mode.

User manual [FK-502 Facsimile Operations]

This manual contains details on operating procedures for faxing.
● Refer to this user manual for details on operating procedures for fax functions when the fax kit is installed.

User manual [Network Facsimile Operations]

This manual contains details on operating procedures for network faxing.
● Refer to this user manual for details on operating procedures for using the network fax functions (Internet faxing, SIP faxing and IP address faxing).

User manual [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.
● For details on the printing functions, refer to user manual (PDF file) on User Software CD-ROM.

2 Before using the scan functions

2 Before using the scan functions

2.1 Environment required for using the scan functions

The following conditions are required to use the network and scanning functions of this machine.

- The machine is connected to the network. (required)
  The functions can be used over a TCP/IP network. For details on the connection, refer to "Connecting to the network" on page 2-13. Also, network parameters such as the IP address of this machine must be specified in order to use the machine on the network. For details, refer to "Settings for using network/scanning functions" on page 2-9.
- The driver software is installed on the computer.
  In order to use this machine as a scanner, the dedicated KONICA MINOLTA TWAIN must be installed. For details, refer to the TWAIN driver manual that is on the User Software CD-ROM.

2.2   Available scanning functions

"Scanning" refers to the operation of reading the image of a document fed through the ADF (optional) or placed on the original glass. The scanning functions can be used to temporarily store the scanned data in the internal memory of the machine and transmit the data in an e-mail message over the network or upload the data to a file server.

In addition, the data can be stored on the internal hard disk of this machine. This function can be used from the Box mode, which is described in the User manual [Box Operations].

Furthermore, this machine can be used simply as a scanner.

Sending the scanned data in an e-mail message

The scanned data can be sent to a specified e-mail address. The destination is specified from the touch panel of this machine, and the scanned data is sent as an e-mail attachment.

For details, refer to "Sending data in an e-mail message (Scan to e-mail)" on page 3-8.
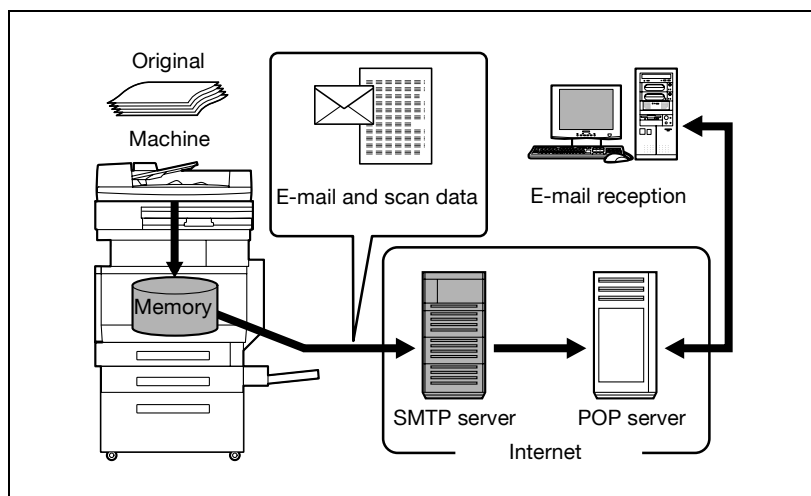
Sending the scanned data as files (FTP)

The scanned data is uploaded to a specified FTP server. The FTP server address, login password, and other information are entered from the touch panel of this machine.

The data files uploaded to the FTP server can be downloaded from a computer on the network.

For details, refer to "Sending data to a server (Scan to FTP)" on page 3-22.
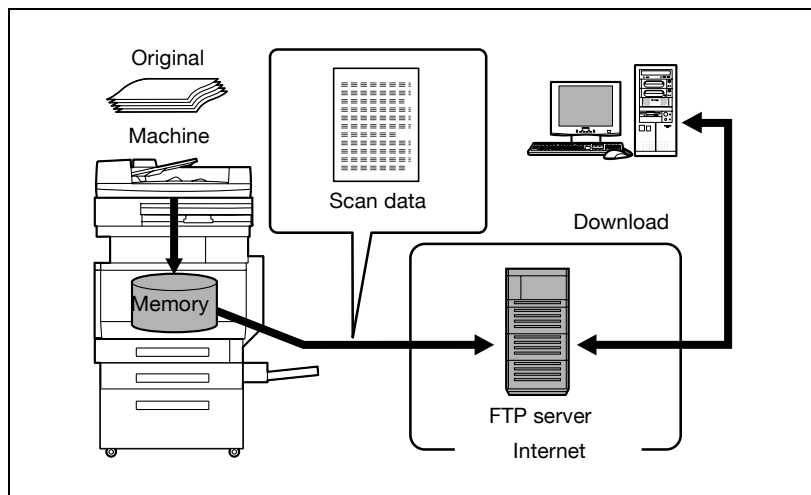
Sending the scanned data to a computer on the network (SMB)

The scanned data can be sent to a shared folder on a specified computer. The name of the destination computer, login password, and other information are entered from the touch panel of this machine.

For details, refer to "Sending data to a PC on the network (Scan to SMB)" on page 3-35.
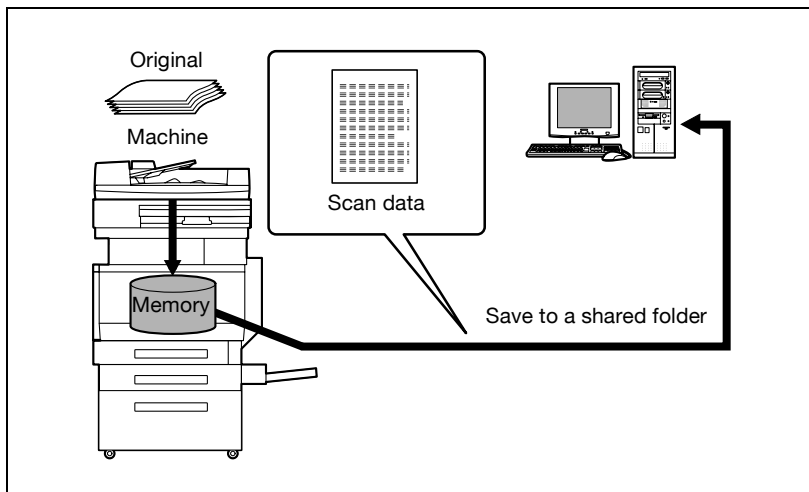
Saving the scanned data in boxes

The scanned data can be saved in boxes created on the machine's internal hard disk. The data can be used in other applications. The file name can be entered from the touch panel of the machine.

In addition, if the scanned data is saved in "Annotation User box", you can deliver it over the Internet by adding any domain name and the delivery date and time.

For the procedure to save in an annotation user box, refer to "Annotation (Application)" on page 3-73. For saving other data in a box or reusing the data that has been saved, refer to User manual "Box Operations".
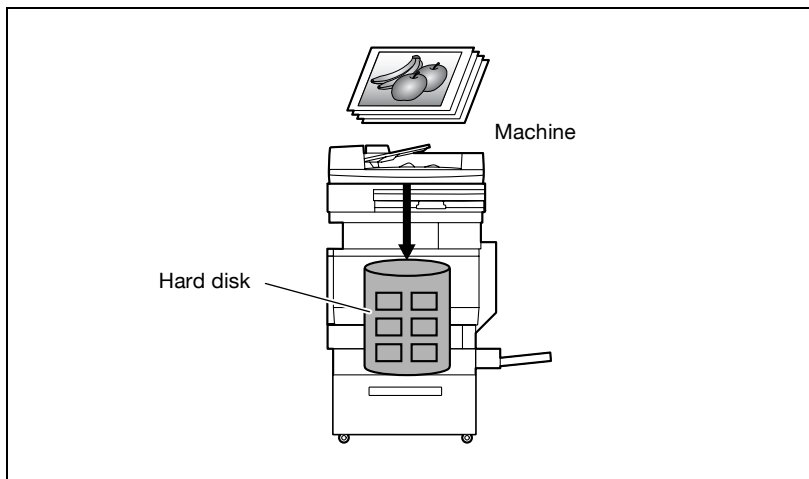
Using the machine as a scanner

This machine can be used as a scanner. The scanner can be controlled from a computer connected to the network, and the scanned image can be loaded into an application on the computer to be processed.

For details, refer to the TWAIN driver manual that is on the User Software CD-ROM.
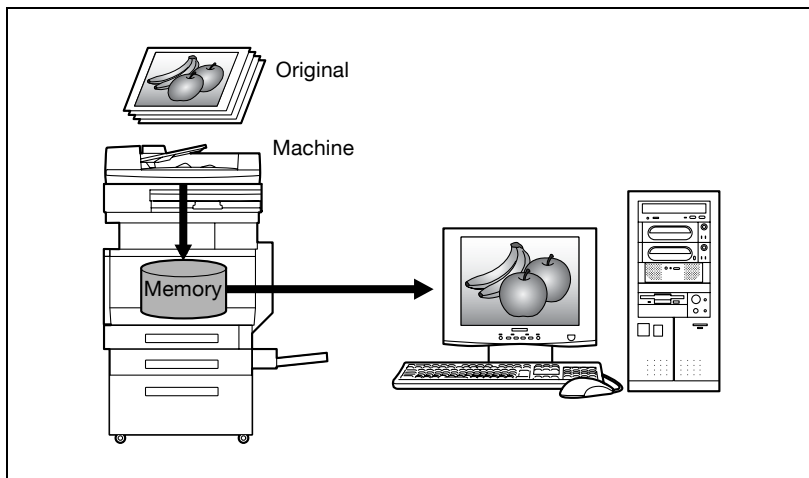
2.3 Settings for using network/scanning functions

It is recommended that the settings described below be specified before using the network/scanning functions. The network settings described in "Specifying Network Settings" must be specified first. Set other items as necessary.

$\mathbb{Q}$

Detail
For details on specifying network settings, refer to the chapters listed below.
"TCP/IP settings" on page 4-59
"E-mail TX (SMTP) settings" on page 4-106
"5 Specifying settings Using PageScope Web Connection"

Specifying network settings

An IP address must be assigned to the machine and settings such as the SMTP server must be specified to use the machine on the network. Be sure to set them.

There are two methods for specifying settings. One method is to specify the settings from the touch panel of this machine. The other method is to use PageScope Web Connection from a Web browser on a computer on the network.

Registering destinations and specifying their settings

The destinations (recipients) of scanned data must be registered.

The following registration methods are available.
● Register from the touch panel of the machine.
● Use PageScope Web Connection from a computer on the network.

The following types of destinations can be registered.

Type	Description
Abbreviated Destination	The destination can be selected with one button.
Group	Multiple destinations can be registered in groups. E-mail, FTP, SMB, and box destinations can be registered together in a single group.

✎ . . .
Note
The destination can also be entered before scanning. This is called
"direct input". For details, refer to "Entering the addresses directly" on
page 3-19.

✎
Detail
For details on registering destinations and specifying settings, refer to the
sections listed below.
"Registering abbreviated destinations" on page 4-12
"Registering group destinations" on page 4-25

Setting the from address

To perform Scan to E-Mail, the From address must be registered. The From address is the address that indicates the sender when data is sent. Normally, it is recommended that the e-mail address of administrator registration be used.

If the e-mail address of administrator registration is not specified, the sender e-mail address must be entered for each Scan to E-mail operation. Note that Scan to E-Mail is not possible if the From address is not entered.

✎ . . .
Note
When the user authentication setting is enabled, the e-mail address that is specified for each user becomes the From address.

Specifying the scan settings

The following scan settings can be specifying when scanning a document.

These settings are specified from the touch panel of the machine.

Item	Description
File Type	Sets the file type to be saved.
Resolution	Sets the scan resolution.
Simplex/Duplex	Selects whether to scan one side of the document or both sides.
Original Type	Sets the type of image to be scanned.
Scan Size	Sets the size to be scanned.
Color	Sets the color of the scanned document.
Background Removal	Adjusts the density of the background (blank areas) of the document.
Original Setting	Specifies the type and characteristics of the loaded document.
Application	Provides functions for adjusting the print image, for example, for scanning books and for erasing the surrounding area.

🔍
Detail
For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

Specifying program settings

The destination and scan settings can be registered together as a single program. This is convenient for frequently scanning documents and sending data under the same conditions.

These settings are specified from the touch panel of the machine.

Detail

For details, refer to "Registering program destinations" on page 4-27.

Specifying default scan settings

The settings that are selected when [Scan] in the control panel is touched can be specified.

Detail

For details, refer to "Setting the save format of the data to be scanned" on page 4-40.

2.4 Connecting to the network

The machine can be connected to the network.

✎ ...

Reminder
*The machine can be connected via a parallel or USB connection
(optional). However, be sure to connect to the network to use the scanner
function.*

Network connection

Connect a UTP cable (category 5 or later recommended) from the network to
the Ethernet connector on the machine.
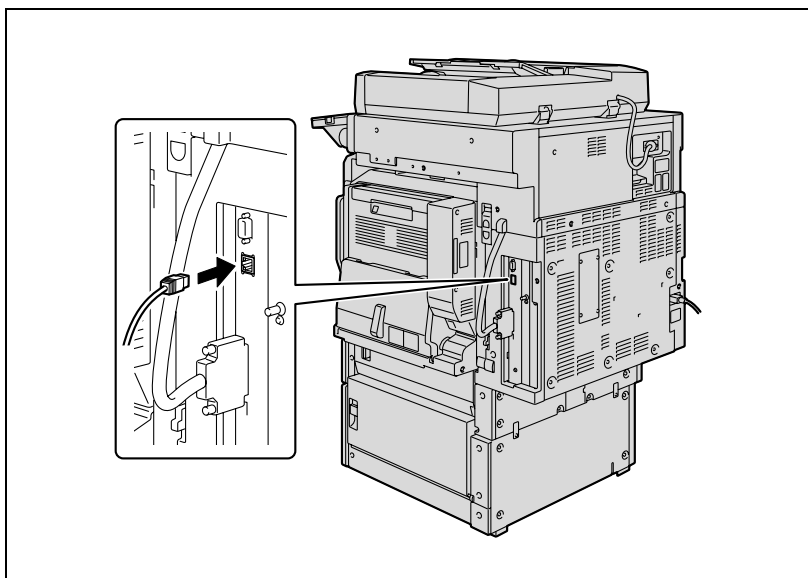
2.5 Flow chart of setup and scanning operations

The sequence from the setup operations required to use the scanning functions to the scanning operation is shown below.

Specify scan settings in the screen that appears after pressing the [Utility/Counter] key, then touching [User Setting].
* Specify basic settings such as the format in which scanned data is saved. (Refer to "Setting the main scan mode screen" on page 4-34 and "Setting the save format of the data to be scanned" on page 4-40.)

Specify network settings in the screen that appears after pressing the [Utility/Counter] key, then touching [Administrator Setting].
* Specify settings in order to use the machine on the network. (Refer to "TCP/IP settings" on page 4-59, "NetWare settings" on page 4-69, "http server settings" on page 4-75, "FTP settings" on page 4-83, "SMB settings" on page 4-86, "AppleTalk settings" on page 4-91, "Enabling LDAP settings" on page 4-93, "Setting Up LDAP settings" on page 4-95, "Search default setting" on page 4-105, "E-mail TX (SMTP) settings" on page 4-106, "E-mail RX (POP) settings" on page 4-116, "Device settings" on page 4-121, "Time adjustment settings" on page 4-123, "Status notification settings" on page 4-127, "Total counter report setting" on page 4-130, "PING confirmation" on page 4-136, "SLP settings" on page 4-140, "LPD settings" on page 4-141, "Prefix/Suffix settings" on page 4-142, "Job for the disable proof" on page 4-146, "SNMP settings" on page 4-148, "Bonjour setting" on page 4-154, "TCP socket setting" on page 4-156, "OpenAPI settings" on page 4-158, and "External server authentication" on page 4-163.)

Register destinations in the screen that appears after pressing the [Utility/Counter] key.
* Specify e-mail addresses for e-mail transmissions, register FTP servers, and specify destination computers. (Refer to "Registering abbreviated destinations" on page 4-12, "Registering group destinations" on page 4-25, "Registering program destinations" on page 4-27, and "Specifying e-mail settings" on page 4-30.)

Load the document.

Specify the destination.

Specify the scan settings (refer to page 3-48).

Press the [Start] key in the control panel.

↓

The document is scanned, and the data is transmitted.

✎

. . .

Note

Some settings that can be specified on the control panel can also be specified from a computer over a network using PageScope Web Connection. For details, refer to Chapter 4, "Specifying Settings Using PageScope Web Connection".

3 Scanning documents

3 Scanning documents

3.1 Control panel
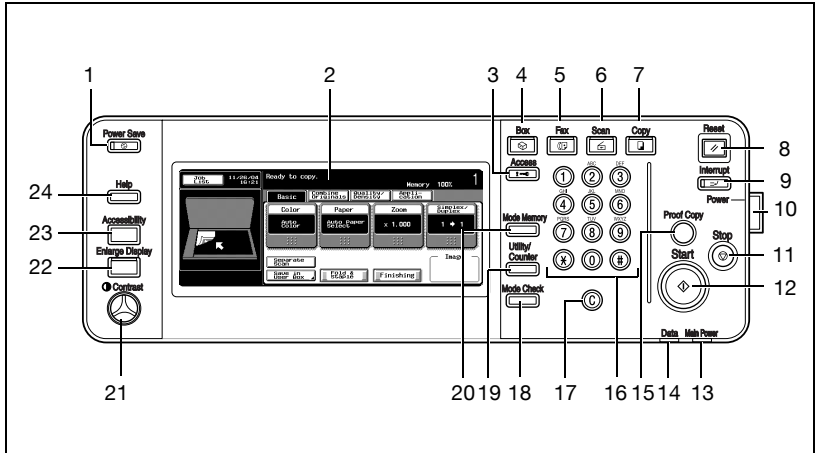
No.	Part name	Description
1	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
2	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
3	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine. This key is also used to log off.
4	[Box] key	Press to enter Box mode. While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the User manual [Box Operations].
5	[Fax] key	Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green. For details, refer to the User manual [Facsimile Operations].

No.	Part name	Description
6	[Scan] key	Press to enter Scan mode. While the machine is in Scan mode, the indicator on the [Scan] key lights up in green.
7	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User manual [Copy Operations].
8	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
9	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
10	Auxiliary power button	Press to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy.
11	[Stop] key	Press the [Stop] key during scanning to stop the scan operation.
12	[Start] key	Press to start scanning. When this machine is ready to begin scanning, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, scanning cannot begin. Press to restart a stopped job.
13	Main Power indicator	Lights up in green when the machine is turned on with the auxiliary power button.
14	Data indicator	Flashes in green while a print job is being received. Lights up in green when data is being printed.
15	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies.
16	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
17	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
18	[Mode Check] key	Press to display screens showing the specified settings.
19	[Utility/Counter] key	Press to display the Utility screen and Meter Count screen.
20	[Mode Memory] key	Press to register the desired copy settings as a program or to recall a registered copy program.
21	Contrast dial	Use to adjust the contrast of the touch panel.
22	[Enlarge Display] key	Press to enter Enlarge Display mode.

No.	Part name	Description
23	[Accessibility] key	Press to display the screen for specifying user accessibility functions.
24	[Help] key	Press to display the Help Main Menu screen, where descriptions of the various functions and details of operations can be displayed.

⚠ **CAUTION**

To prevent damage to the touch panel, do not push down on the touch panel with force.

➜   Also, do not push down on the touch panel using hard or sharp objects.

3.2 Displaying the scan screen

Display the Scan mode screen in order to perform scanning operations.

Turn the machine on. When the machine is ready to make copies, the Basic screen appears.

Press the [Scan] key in the control panel to display the Scan mode screen.

The displayed functions and modes can be selected by gently touching the buttons that are displayed in the screen.

No	Name	Description
1	Sub display area	This area displays destinations, etc.
2	[Job List] button	Displays jobs being performed and jobs being stored. Various commands for checking and managing jobs are available.
3	Date/Time display area	Displays the current date/time.
4	Message display area	Displays the machine status and details on operations that must be performed.
5	[Program] button	Displays destinations that are registered in programs.
6	[Group] button	Displays destinations that are registered in groups.
7	[Address Book] button	Used to Search for destinations that are registered in the address book.
8	[Direct Input] button	Used to type in the destination when performing Scan to E-mail, Scan to FTP, or Scan to SMB operations or to select the box where the job is to be stored. This button does not appear if the [Manual Destination Input] on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to "Restrict".
9	Available memory display	Shows the amount of available memory that is used during the scanning operation.

No	Name	Description
10	Address number display area	Shows the number of specified addresses.
11	[Scan Settings] button	Used to specify scan settings.

3.3 Sending data in an e-mail message (Scan to e-mail)

Scan to e-mail

The Scan to E-mail operation is used to send images scanned on this machine to an e-mail address as an attachment.

The methods described below are available for specifying the destination. The methods can also be combined, for example, by selecting a group destination, then adding other destinations through direct input.

✎ **. . .**

Note

For the procedure for sending e-mail, refer to "Sending the scanned data in an e-mail message" on page 2-4.

Using programs

"Program" refers to a set of destination addresses and scan settings that are registered together. This feature is convenient for frequently scanning documents and sending data under the same conditions. The following procedure describes how to send data by selecting a program that has been registered in advance.

For details on registering programs, refer to "Registering program destinations" on page 4-27.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Program].

The selected destinations are listed under "Broadcast Destinations".
Other destination addresses can be added using the address book or
through direct input.
Only the destinations that can be specified are displayed. For example,
fax destinations are not displayed.

3 Touch [Scan Settings] to check the specified scan settings. The
specified settings can also be changed.

– For details on the scan settings, refer to "Specifying the scan
settings" on page 3-48.

4 After checking the settings, touch [OK].

```
Ready to scan.                        No. of    001
                                      Dest.
                                             Memory 100%
Scan
Settings

  File Type     Reso-        Simplex/
                lution       Duplex
    JPEG        200dpi         1           Background
                              Sided        Removal

  Original                                 Original
  Type          Scan Size      Color       Setting
  Text/
  Photo           Auto         Auto        Appli-
                                           cation

  Separate        File
  Scan            Name                        OK
```

5 Load the document into the ADF (optional) or position it on the original glass of the machine.

6 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **. . .**

Note
Do not turn off the machine until the scanned jobs disappear from the job list.

Selecting group addresses

"Group" refers to multiple destinations that are registered collectively. The following procedure describes how to send data by selecting a group that has been registered in advance.

For details on registering groups, refer to "Registering program destinations" on page 4-27.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Group].

Touching the button for a group displays the list of members registered in the group.

3 Select the desired destinations, and then touch [OK].

```
Ready to scan.                          No. Of    004
                                        Dest.
                                          Memory 100%
tokyo                   Dest  tokyo@test.local

 tokyo  center  nagoya email G                        1
  3       5       3       R                           1

                                                      ↑

                                                      ↓

    Reset    Select              Cancel       OK
             All
```

4 Touch [Scan Settings], and then specify the scan settings.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

```
Ready to scan.                          No. Of    004
                                        Dest.
                                          Memory 100%
  Program     Group      Address   Direct
                          Book      Input
   Dest   tokyo@test.local

 01 tokyo  02 londo  03 nagoy  04 ftp2               1
             n         a                             1

                                                     ↑

                                                     ↓   Scan
                                                         Settings
```

5 After specifying the settings, touch [OK].

```
Ready to scan.                          No. Of    004
                                        Dest.
                                          Memory 100%
Scan
Settings

  File Type    Reso-      Simplex/
               lution     Duplex
    JPEG       200dpi     1           Background
                          Sided       Removal
  Original
  Type         Scan Size   Color      Original
   Text/        Auto       Auto       Setting
   Photo
                                      Appli-
                                      cation
  Separate     File
  Scan         Name                     OK
```

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎

...

Note

Do not turn off the machine until the scanned jobs disappear from the job list.

Selecting destinations from the address book

"Address book" refers to the collection of destination addresses that were registered in advance. The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book.

For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 4-12.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Address Book].
The address book is displayed, and registered address names are displayed by touching the corresponding index button.

? Why is [LDAP Search] not displayed on the Address Book tab?
→ If the [Manual Destination Input] on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to [Restrict], [LDAP Search] does not appear on the Address Book tab.

? To perform LDAP searches, what settings are required?
→ Administrator settings such as the LDAP sever setting are required. For details, refer to "Enabling LDAP settings" on page 4-93.

3 Touch the button for a destination to select it.
The selected buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". Other destination addresses can be added through direct input.

– If necessary, you can search for the destination. For details, refer to "Searching the destination" on page 3-16.

Searching the destination

The following methods are available for searching the destination.
- Detail Search: Searches the address by entering a section of the name or description of the address.
- LDAP search: Searches the address that meets the conditions from the addresses registered on the LDAP server.

A "Basic Search" in which a keyword is entered and a "Advanced Search" in which multiple conditions are used to narrow down the search are available.

🔍
Detail
To perform LDAP searches, the LDAP server settings that are specified in Administrator Setting are required. For details, refer to "Enabling LDAP settings" on page 4-93.

Basic Search

LDAP Basic Search
Enter keyword to search.

Name

← → De-lete   Space
1 2 3 4 5 6 7 8 9 0 - ^
q w e r t y u i o p @ [
a s d f g h j k l ; :]
z x c v b n m , . / \ Shift
Sym-bols   Cancel   OK

Advanced Search

Search conditions can be combined. Set
the conditions and execute the search.

Detail Search   1/2   ◆Back   Fwd. ◆
✓   Name   OR
✓   E-Mail   OR
✓   Fax Number   OR
✓   Last Name   OR
✓   First Name   OR
                        Cancel   OK

Search conditions can be combined. Set
the conditions and execute the search.

Detail Search   2/2   ◆Back   Fwd. ◆
✓   City   OR
✓   Company Name   OR
✓   Department   OR
                        Cancel   OK

To search the destination

1 Touch [Scan Settings], and then specify the scan settings.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

```
Ready to scan.                    No. of  002
                                  Dest.
                                  Memory 100%
  Program    Group     Address   Direct
                        Book      Input
 Dest  tokyo@test.local

 Main AB DE GH JK MN PQ TU WX etc          Detail
      C  F  I  L  O  RS V  YZ               Search
                                    1       LDAP
 tokyo  center  nagoya  ftp G       1       Search

                                            Scan
                                            Settings
```

2 After specifying the settings, touch [OK].

```
Ready to scan.                    No. of  001
                                  Dest.
                                  Memory 100%
 Scan
 Settings
  File Type   Reso-      Simplex/
             lution      Duplex
   JPEG      200dpi      1-        Background
                         Sided     Removal
  Original   Scan Size   Color     Original
  Type                             Setting
  Text/       Auto       Auto      Appli-
  Photo                            cation
  Separate    File                    OK
  Scan        Name
```
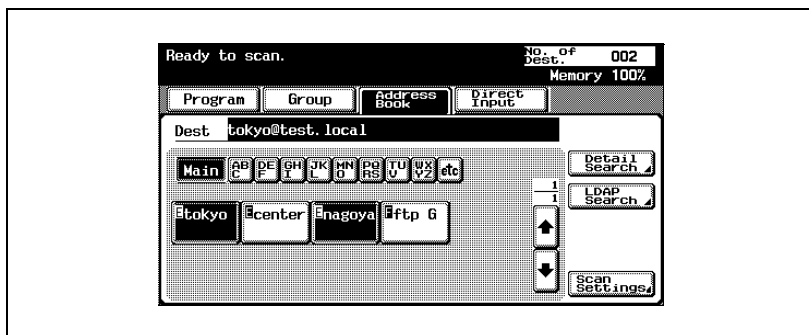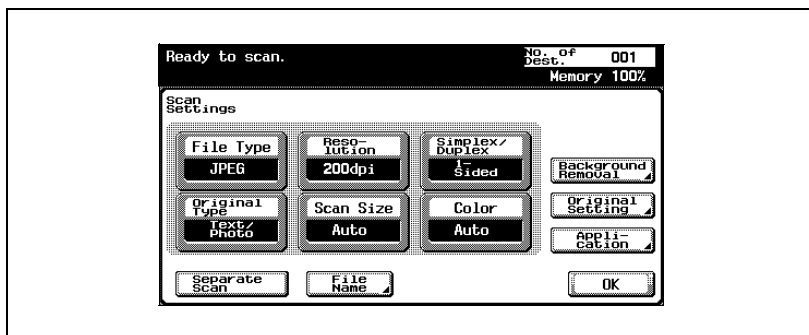
3 Load the document into the ADF (optional) or position it on the original glass of the machine.

4 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎
...
Note
Do not turn off the machine until the scanned jobs disappear from the job list.

Entering the addresses directly

"Direct input" refers to the operation of directly entering the destination address from the machine's control panel.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.
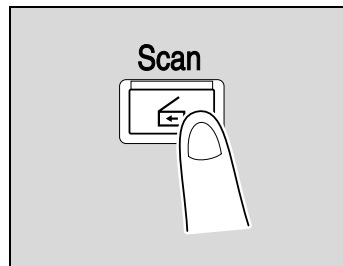
2 Touch [Direct Input], then [Scan to E-Mail].
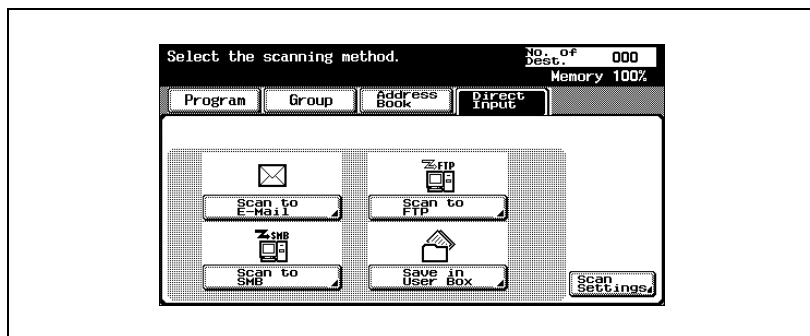
A screen for entering the destination address appears.

? Why is the Direct Input tab not displayed?

➔ If the [Manual Destination Input] on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear.

3 Enter the destination address, and then touch [OK].
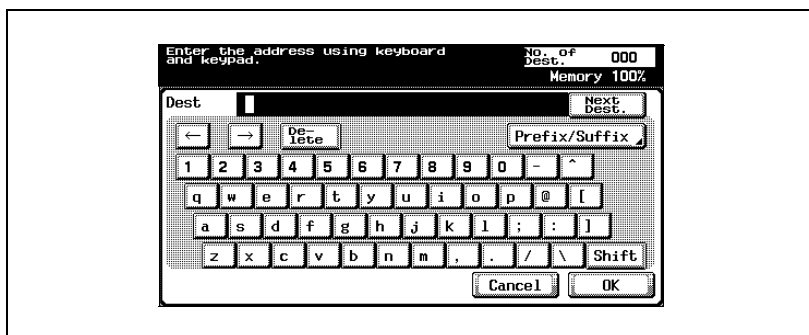
– To specify an additional address, touch [Next Dest.], and then specify the address.
– Frequently entered user names and domain names can be registered to be recalled and used again. First, prefixes and suffixes must be registered in Administrator mode.

The addresses that were entered are listed under "Broadcast Destinations".

4 Touch [Scan Settings], and then specify the scan settings.

```
Select the scanning method.          No. of   001
                                     Dest.
                                     Memory 100%
  Program    Group    Address  Direct
                      Book     Input
 Dest  test01@test.local

      ⊠                 ⅀FTP
                        ☐▯

  Scan to            Scan to
  E-Mail             FTP
      ⅀SMB
      ☐▯               ◇

  Scan to            Save in        Scan
  SMB                User Box       Settings
```

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

5 After specifying the settings, touch [OK].

```
Ready to scan.                       No. of   001
                                     Dest.
                                     Memory 100%
 Scan
 Settings

 File Type   Reso-     Simplex/
             lution    Duplex
  JPEG       200dpi    1-           Background
                       Sided        Removal

 Original    Scan Size  Color       Original
 Type                               Setting
  Text/       Auto       Auto
  Photo                             Appli-
                                    cation
 Separate    File
 Scan        Name                     OK
```

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎...
Note
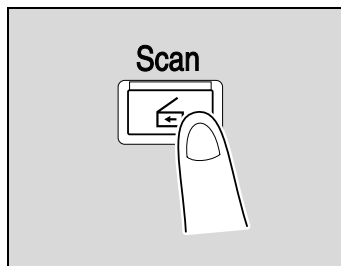*Do not turn off the machine until the scanned jobs disappear from the job list.*

3.4 Sending data to a server (Scan to FTP)

Scan to FTP

The Scan to FTP operation can be used in a network environment with an FTP server. The scanned data is sent to a specified folder in an FTP server on the network.

This function is suitable for sending data of a large size such as high-resolution images.

The methods described below are available for specifying the destination. The methods can also be combined, for example, by selecting a group destination, then adding other destinations through direct input.

Transmission may not be possible if the destination server has placed limitations on the document name. Because the document name becomes the file name at the time of transmission, consult your network administrator when specifying the document name.

✎ **. . .**
Note
If a mail server is available on the network, the e-mail notification function can be used to send an e-mail message containing notification of the storage location of the scan data. For details on the e-mail notification function, refer to "Specifying e-mail settings" on page 3-84.

✎ **. . .**
Note
For the FTP transmission procedure, refer to "Sending the scanned data as files (FTP)" on page 2-5.

Using programs

"Program" refers to a set of destination FTP servers and scan settings that are registered together. The following procedure describes how to send data by selecting a program that has been registered in advance.

If a proxy server is available on the network, FTP servers on the Internet can be accessed via a proxy server.

For details on registering programs, refer to "Registering program destinations" on page 4-27.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Program].

The selected destinations are listed under "Broadcast Destinations". Other destination addresses can be added using the address book or through direct input.
Only the destinations that can be specified are displayed. For example, fax destinations are not displayed.

3 Touch [Scan Settings] to check the specified scan settings. The specified settings can also be changed.

```
Ready to scan.                          No. of    001
                                        Dest.
                                        Memory 100%
┌─────────┬────────┬──────────┬─────────┐
│ Program │ Group  │ Address  │ Direct  │
│         │        │ Book     │ Input   │
└─────────┴────────┴──────────┴─────────┘
 Dest   \\192.168.1.80\public

┌──────┬──────┬───────┬───────┬───────┐      PAGE1
│pg_01 │mail-1│ftp cen│smb pc2│box tex│
│      │      │ter    │       │t      │     ┌──────────┐
├──────┼──────┼───────┼───────┼───────┤   1 │ Index    │
│      │      │       │       │       │  27 │ List     │
│      │      │       │       │       │     └──────────┘
├──────┼──────┼───────┼───────┼───────┤   ↑
│      │      │       │       │       │
│      │      │       │       │       │   ↓ ┌──────────┐
└──────┴──────┴───────┴───────┴───────┘     │ Scan     │
                                            │ Settings │
                                            └──────────┘
```

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

4 After specifying the settings, touch [OK].

```
Ready to scan.                          No. of    001
                                        Dest.
                                        Memory 100%
Scan
Settings
┌──────────┬──────────┬──────────┐
│File Type │ Reso-    │ Simplex/ │
│          │ lution   │ Duplex   │  ┌────────────┐
│ JPEG     │ 200dpi   │ 1        │  │ Background │
│          │          │ Sided    │  │ Removal    │
├──────────┼──────────┼──────────┤  └────────────┘
│Original  │ Scan Size│ Color    │  ┌────────────┐
│Type      │          │          │  │ Original   │
│ Text/    │ Auto     │ Auto     │  │ Setting    │
│ Photo    │          │          │  └────────────┘
├──────────┼──────────┼──────────┤  ┌────────────┐
│Separate  │ File     │          │  │ Appli-     │
│Scan      │ Name     │          │  │ cation     │
└──────────┴──────────┘          │  └────────────┘
                                    ┌────────────┐
                                    │    OK      │
                                    └────────────┘
```

5 Load the document into the ADF (optional) or position it on the original glass of the machine.

6 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **. . .**

Note

*Do not turn off the machine until the scanned jobs disappear from the job list.*

Selecting group addresses

"Group" refers to multiple destinations that are registered collectively. The following procedure describes how to send data by selecting a group that has been registered in advance.

For details on registering groups, refer to "Registering group destinations" on page 4-25.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Group].

Touching the button for a group displays the list of members registered in the group. Other destination addresses can be added using the address book or through direct input.

3 Select the desired destination, and then touch [OK].

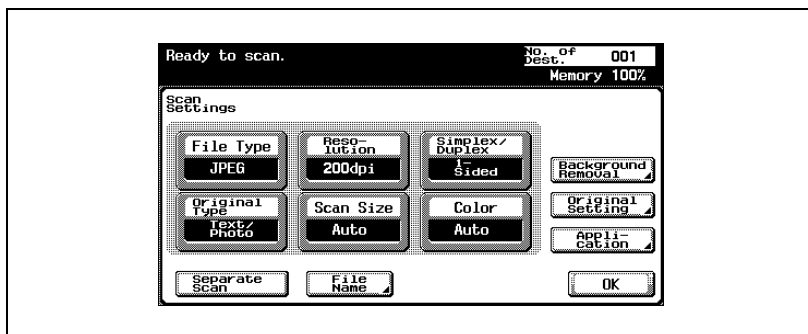The selected destinations are listed under "Broadcast Destinations".

4 Touch [Scan Settings], and then specify the scan settings.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

5 After specifying the settings, touch [OK].

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎
. . .
Note
Do not turn off the machine until the scanned jobs disappear from the job list.

Selecting destinations from the address book

"Address book" refers to the collection of destination addresses that were registered in advance. The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book.

For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 4-12.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Address Book].
The address book is displayed, and registered address names are displayed by touching the corresponding index button.

? How can the address book be searched for the desired address?

→ Touch [Detail Search] to search for addresses. The address book can be searched for names or addresses.

```
Search Address Book in detail.          No. of    000
                                         Dest.
                                              Memory 100%
Detail
Search
┌─────────────────────────────────────┐
│                                      │
└─────────────────────────────────────┘
  Search          2                    1
  Result                               1    [  Name ]
 [ftp 2][ftp 3]                      [▲]
                                          [  Dest ]
                                     [▼]

                                         [ Close ]
```

3 Touch the button for a destination to select it.

The buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". Other destinations can be added through direct input.

```
[Job  04/07/05  Ready to scan.              No. of   002
 List    13:37                              Dest.
                                                 Memory 100%
Broadcast    [Program] [ Group ] [Address] [Direct]
Destinations                     [ Book  ] [Input ]
[ ftp 2 ]    Dest  \\192.168.1.18\public
[ ftp 3 ]                                       [Detail ]
            [Main][AB][DE][GH][JK][MN][PQ][TU][UX][etc]  [Search ]
                 [ C][ F][ I][ L][ O][ RS][ V][ YZ]
                                          1      [ LDAP  ]
            [tokyo][center][nagoya][ftp 2][ftp 3] 1 [Search ]
                                          [▲]
            [box1]                        [▼]   [ Scan   ]
                                               [Settings ]
```

4 Touch [Scan Settings], and then specify the scan settings.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

5 After specifying the settings, touch [OK].

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **...**

Note

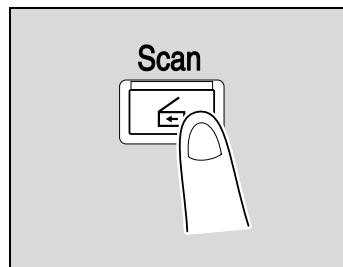*Do not turn off the machine until the scanned jobs disappear from the job list.*

Entering the addresses directly

"Direct input" refers to the operation of directly inputting the destination address from the machine's control panel.

The following procedure describes how to directly specify an address.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.
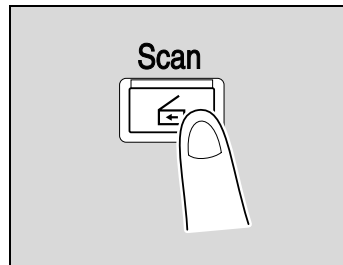
2 Touch [Direct Input], then [Scan to FTP].
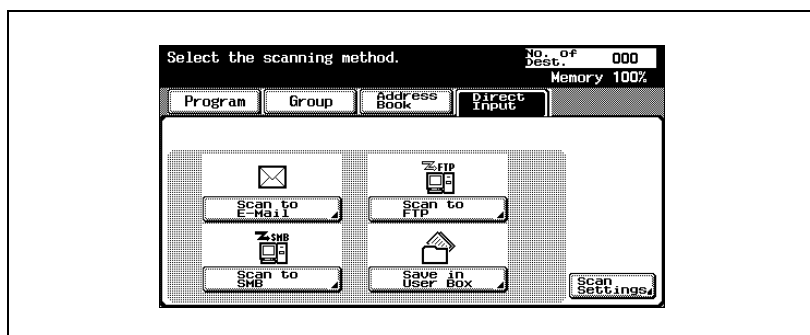
A screen for entering the destination host name, destination folder, and other information appears.

? Why is the Direct Input tab not displayed?

→ If the [Manual Destination Input] on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear.

3 Enter the host name, destination folder, user name, and password.

```
┌─────────────────────────────────────────────────┐
│ Enter each settings.              No.of    000  │
│                                   Dest.         │
│                                   Memory 100%   │
│                                     ┌─────────┐ │
│ Scan to FTP                         │ Next    │ │
│                                     │ Dest.   │ │
│  ┌──────────┐ ┌──────────────────┐  └─────────┘ │
│  │  Host    │ │                  │              │
│  │  Name    │ └──────────────────┘              │
│  ┌──────────┐ ┌──────────────────┐              │
│  │Destination│ │                 │              │
│  │ Folder   │ └──────────────────┘              │
│  ┌──────────┐ ┌──────────────────┐              │
│  │  User    │ │                  │              │
│  │  Name    │ └──────────────────┘              │
│  ┌──────────┐ ┌──────────────────┐              │
│  │ Password │ │                  │              │
│  └──────────┘ └──────────────────┘              │
│  ┌──────────┐         ┌────────┐ ┌──────┐       │
│  │  Detail  │         │ Cancel │ │  OK  │       │
│  │ Setting  │         └────────┘ └──────┘       │
└─────────────────────────────────────────────────┘
```

– Host Name: Use the keyboard that appears in the touch panel to specify the destination host name or IP address, and then touch [OK].
– Destination Folder: Use the keyboard that appears in the touch panel to specify the path to the destination folder, and then touch [OK].
– User Name: Use the keyboard that appears in the touch panel to specify the login user name, and then touch [OK].
– Password: Use the keyboard that appears in the touch panel to specify the password, and then touch [OK].

4 Touch [Detail Setting], and then specify detailed FTP settings.

```
┌─────────────────────────────────────────────────┐
│ Enter detail settings for FTP.    No.of    000  │
│                                   Dest.         │
│                                   Memory 100%   │
│ Detail                                          │
│ Setting                                         │
│       ┌──────────┐  ┌──────────┐                │
│       │  Port    │  │    21    │                │
│       │ Number   │  └──────────┘                │
│                     1~65535                     │
│       ┌──────────┐  ┌──────┐ ┌──────┐           │
│       │ PASV mode│  │ Yes  │ │  No  │           │
│                     └──────┘ └──────┘           │
│       ┌──────────┐  ┌──────┐ ┌──────┐           │
│       │  Proxy   │  │ Yes  │ │  No  │           │
│       └──────────┘  └──────┘ └──────┘           │
│                          ┌────────┐ ┌──────┐    │
│                          │ Cancel │ │  OK  │    │
│                          └────────┘ └──────┘    │
└─────────────────────────────────────────────────┘
```

– Port Number: Check the port number.
– PASV mode: Select whether the PASV (passive) mode is used. Touch [Yes] or [No].
– Proxy: Select whether a proxy server is used. Touch [Yes] or [No].

5 Touch [OK].

6 Enter the destination Information, and then touch [OK].

```
Enter each settings.                    No. of   000
                                        Dest.
                                        Memory 100%
Scan to FTP                             Next
                                        Dest.
   Host     192. 168. 1. 50
   Name
 Destination  \public
 Folder
   User      test02
   Name
  Password   ***********
  Detail                      Cancel         OK
  Setting
```

– To specify an additional address, touch [Next Dest.], and then specify the address.

The addresses that were entered are listed under "Broadcast Destinations".

```
Job     04/06/05   Select the scanning method.    No. of   001
List    19:34                                      Dest.
                                                   Memory 100%
Broadcast       Program    Group    Address   Direct
Destinations                        Book      Input
\\192. 168. 1. 50\pub   Dest   \\192. 168. 1. 50\public

                ✉                    ≡FTP
             Scan to              Scan to
             E-Mail               FTP
                ≡SMB
             Scan to              Save in        Scan
             SMB                  User Box       Settings
```

7 Touch [Scan Settings], and then specify the scan settings.

```
Select the scanning method.         No. of   001
                                    Dest.
                                    Memory 100%
   Program    Group    Address   Direct
                       Book      Input
Dest   \\192. 168. 1. 50\public

      ✉                    ≡FTP
   Scan to              Scan to
   E-Mail               FTP
      ≡SMB
   Scan to              Save in        Scan
   SMB                  User Box       Settings
```

–   For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

8   After specifying the settings, touch [OK].
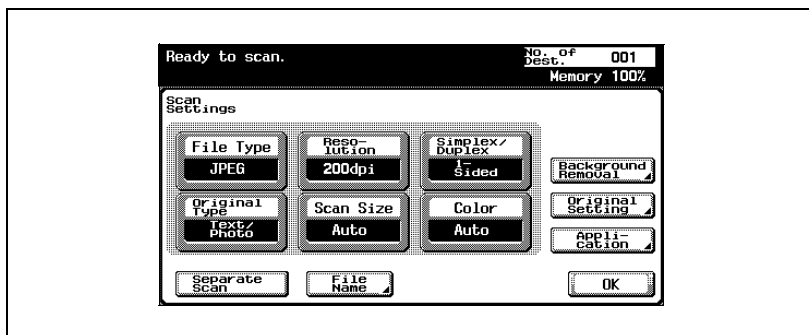
9   Load the document into the ADF (optional) or position it on the original glass of the machine.

10   Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **...**

Note

*Do not turn off the machine until the scanned jobs disappear from the job list.*

3.5 Sending data to a PC on the network (Scan to SMB)

Scan to SMB

The Scan to SMB operation can be used to directly send the scanned data to a specific computer on the network.

To use the Scan to File (SMB) function, specify the Windows shared file setting on the computer that is to receive the data in advance.

✎ **. . .**

Reminder
To send to a Windows shared folder, enter the host name and folder name using capital letters when registering the destination.

✎ **. . .**

Note
For the SMB transmission procedure, refer to "Sending the scanned data to a computer on the network (SMB)" on page 2-6.

SMB transmission to Windows File Sharing (Mac OS X)/Samba (Linux/Unix)

When performing SMB transmission to Mac OS X, Linux, or Unix, the conditions described below must be meet for the network settings and user name. Change the settings according to the transmission environment.

Settings on this machine
- From [Administrator Setting] — [Network Setting] — [SMB Setting], specify "v1" for the NTLM setting.

Settings on the server
- For the user name and shared folder names, enter 12 characters or less.
- When looking up a destination, the shared folder names are shown in alphanumeric characters only. Sub-folder names can be shown in characters other than alphanumeric characters.
- To lookup a destination, enter the user ID and password first.

✎ **. . .**

Note
Samba is a program that provides services for SMB clients using Unix or Linux. In Mac OS X, Samba is called "Windows File Sharing".

SMB transmission to Windows 98 SE/Windows Me

When SMB transmitting to Windows 98 SE/Windows Me, the network settings must meet the conditions described below.

Settings on this machine
● From [Administrator Setting] — [Network Setting] — [SMB Setting], specify "v1/v2" or "v1" for the NTLM setting.

Using programs

"Program" refers to a set of destination computers and scan settings that are registered together. The following procedure describes how to send data by selecting a program that has been registered in advance.

For details on registering programs, refer to "Registering program destinations" on page 4-27.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Program].

The selected destinations are listed under "Broadcast Destinations". Other destination addresses can be added using the address book or through direct input.
Only the destinations that can be specified are displayed. For example, fax destinations are not displayed.

3 Touch [Scan Settings] to check the specified scan settings. The specified settings can also be changed.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

4 After checking the settings, touch [OK].

5 Load the document into the ADF (optional) or position it on the original glass of the machine.

6 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎
. . .
Note
Do not turn off the machine until the scanned jobs disappear from the job list.

Selecting group addresses

"Group" refers to multiple destinations that are registered collectively. The following procedure describes how to send data by selecting a group that has been registered in advance.

For details on registering groups, refer to "Registering group destinations" on page 4-25.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Group].

Touching the button for a group displays the list of members registered in the group. Other destination addresses can be added using the address book or through direct input.

3 Select the desired destinations, and then touch [OK].

```
┌──────────────────────────────────────────────────────────────┐
│  ┌─────────┐ 04/06/05  Ready to scan.        No. of    002    │
│  │ Job     │ 19:43                           Dest.            │
│  │ List    │                                      Memory 100% │
│  ├─────────┤                                                  │
│  │Broadcast │  nagoya           Dest \\CENTER\PUBLIC          │
│  │Destinations                                          ┌───┐ │
│  │ ┌──────┐ │  ┌────┐ ┌────┐                            │ 1 │ │
│  │ │ PC1  │ │  │⑧PC1│ │⑧PC2│                            │ 1 │ │
│  │ └──────┘ │  └────┘ └────┘                            └───┘ │
│  │ ┌──────┐ │                                          ┌───┐  │
│  │ │ PC2  │ │                                          │ ↑ │  │
│  │ └──────┘ │                                          └───┘  │
│  │          │                                          ┌───┐  │
│  │          │                                          │ ↓ │  │
│  │          │                                          └───┘  │
│  │          │  ┌───────┐ ┌───────┐    ┌────────┐ ┌────────┐   │
│  │          │  │ Reset │ │Select │    │ Cancel │ │   OK   │   │
│  │          │  └───────┘ │ All   │    └────────┘ └────────┘   │
│  │          │            └───────┘                            │
└──────────────────────────────────────────────────────────────┘
```
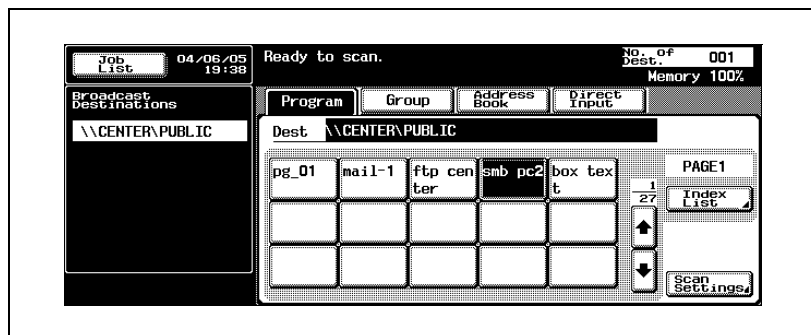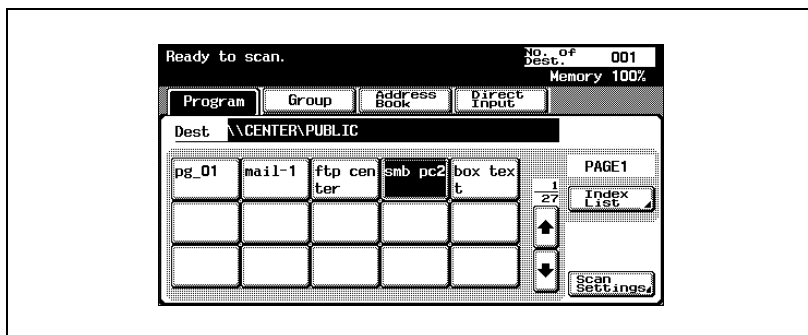
4 Touch [Scan Settings], and then specify the scan settings.

```
┌──────────────────────────────────────────────────────────────┐
│   Ready to scan.                         No. of    002        │
│                                          Dest.                │
│                                                Memory 100%    │
│   ┌─────────┐ ┌───────┐ ┌─────────┐ ┌────────┐                │
│   │ Program │ │ Group │ │ Address │ │ Direct │               │
│   └─────────┘ └───────┘ │ Book    │ │ Input  │               │
│                         └─────────┘ └────────┘                │
│   ┌─────┐  \\CENTER\PUBLIC                                     │
│   │ Dest│                                                     │
│   └─────┘                                                     │
│   ┌──────┐┌──────┐┌──────┐┌──────┐                            │
│   │⑪tokyo││⑫londo││⑬nagoy││⑭ftp2 │        ┌───┐               │
│   │      ││ n    ││ a    ││      │        │ 1 │               │
│   └──────┘└──────┘└──────┘└──────┘        │ 1 │               │
│                                           └───┘               │
│                                           ┌───┐               │
│                                           │ ↑ │               │
│                                           └───┘               │
│                                           ┌───┐ ┌────────┐    │
│                                           │ ↓ │ │ Scan   │    │
│                                           └───┘ │Settings│    │
│                                                 └────────┘    │
└──────────────────────────────────────────────────────────────┘
```

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

5 After specifying the settings, touch [OK].

```
┌──────────────────────────────────────────────────────────────┐
│   Ready to scan.                         No. of    002        │
│                                          Dest.                │
│                                                Memory 100%    │
│   ┌─────┐                                                     │
│   │Scan │                                                     │
│   │Settings                                                   │
│   └─────┘                                                     │
│   ┌─────────┐ ┌─────────┐ ┌─────────┐                         │
│   │File Type│ │ Reso-   │ │Simplex/ │  ┌──────────┐           │
│   │         │ │ lution  │ │Duplex   │  │Background│           │
│   │ JPEG    │ │ 200dpi  │ │ 1       │  │Removal   │           │
│   │         │ │         │ │ Sided   │  └──────────┘           │
│   └─────────┘ └─────────┘ └─────────┘                         │
│   ┌─────────┐ ┌─────────┐ ┌─────────┐  ┌──────────┐           │
│   │Original │ │Scan Size│ │ Color   │  │Original  │           │
│   │Type     │ │         │ │         │  │Setting   │           │
│   │ Text/   │ │ Auto    │ │ Auto    │  └──────────┘           │
│   │ Photo   │ │         │ │         │  ┌──────────┐           │
│   └─────────┘ └─────────┘ └─────────┘  │Appli-    │           │
│                                        │cation    │           │
│   ┌─────────┐ ┌─────────┐              └──────────┘           │
│   │Separate │ │ File    │              ┌──────────┐           │
│   │Scan     │ │ Name    │              │    OK    │           │
│   └─────────┘ └─────────┘              └──────────┘           │
└──────────────────────────────────────────────────────────────┘
```

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **. . .**
Note
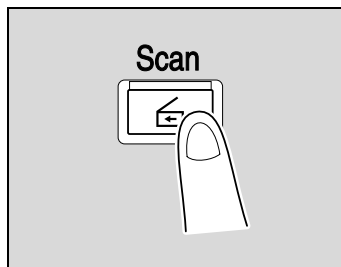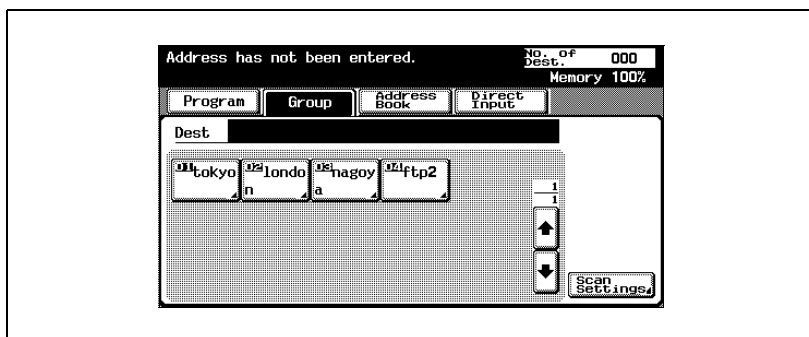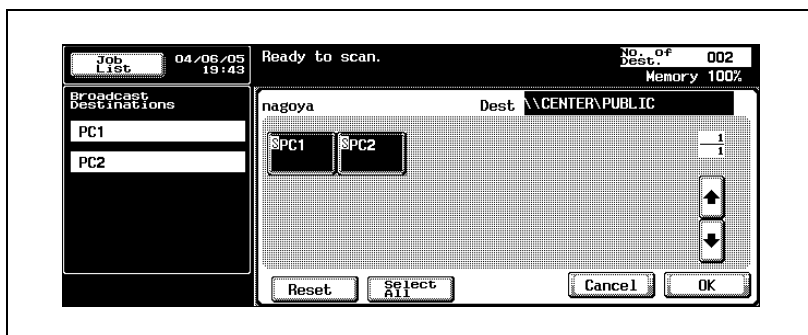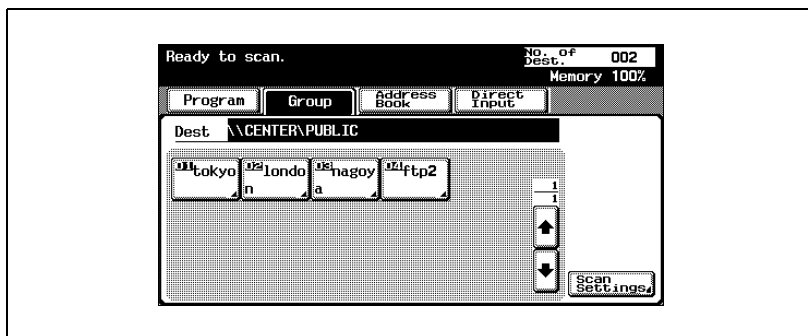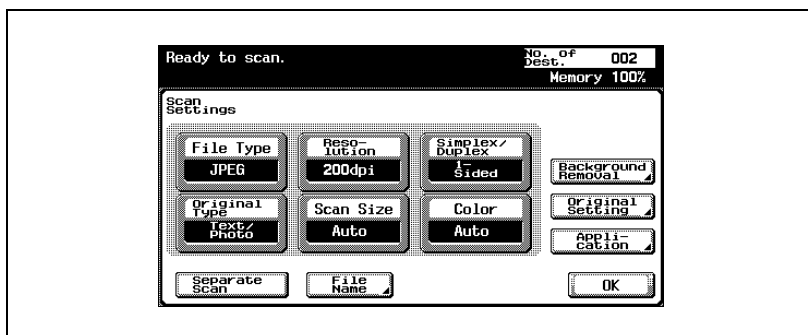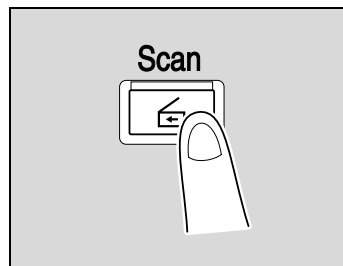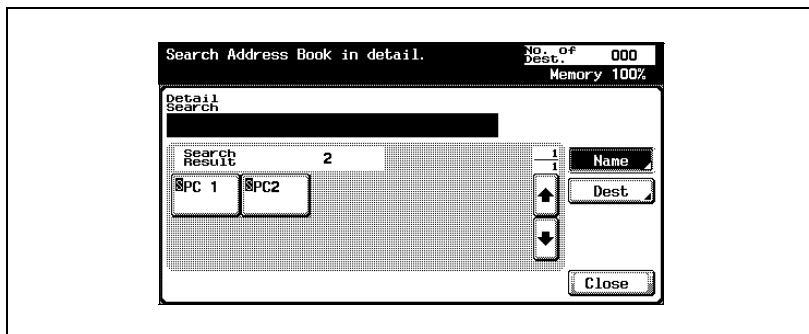*Do not turn off the machine until the scanned jobs disappear from the job list.*

Selecting destinations from the address book

"Address book" refers to the collection of destination addresses that were registered in advance. The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book.

For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 4-12.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.

2 Touch [Address Book].
The address book is displayed, and registered address names are displayed by touching the corresponding index button.

? How can the address book be searched for the desired address?

→ Touch [Detail Search] to search for addresses. The address book can be searched for names or addresses.

3 Touch the button for a destination to select it.

The selected buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". Other destinations can be added through direct input.
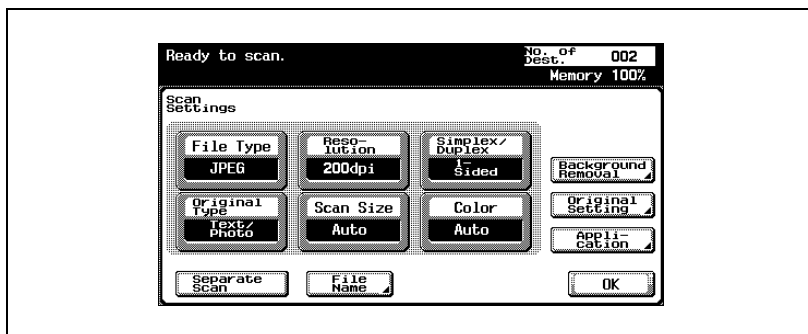
4 Touch [Scan Settings], and then specify the scan settings.

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

5 After specifying the settings, touch [OK].

6 Load the document into the ADF (optional) or position it on the original glass of the machine.

7 Press the [Start] key on the control panel.
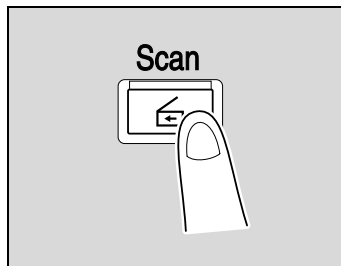
The document is scanned, and the data is sent.

✎ **. . .**

Note

Do not turn off the machine until the scanned jobs disappear from the job list.

Entering the addresses directly

"Direct input" refers to the operation of directly inputting the destination address from the machine's control panel.

1 Press the [Scan] key on the control panel.

The Scan mode screen appears.
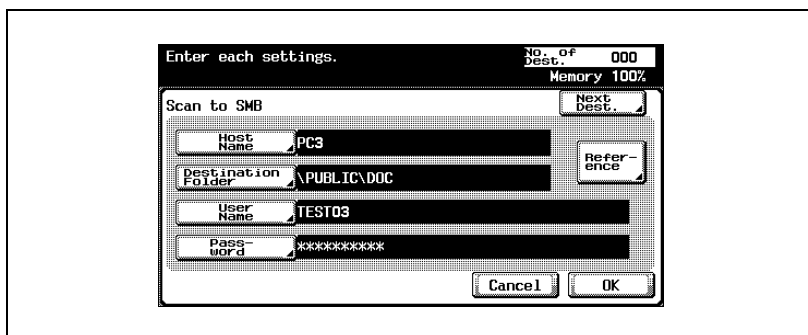
2 Touch [Direct Input], then [Scan to SMB].

A screen for entering the destination host name, destination folder, and other information appears.

? Why is the Direct Input tab not displayed?

→ If the [Manual Destination Input] on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear.
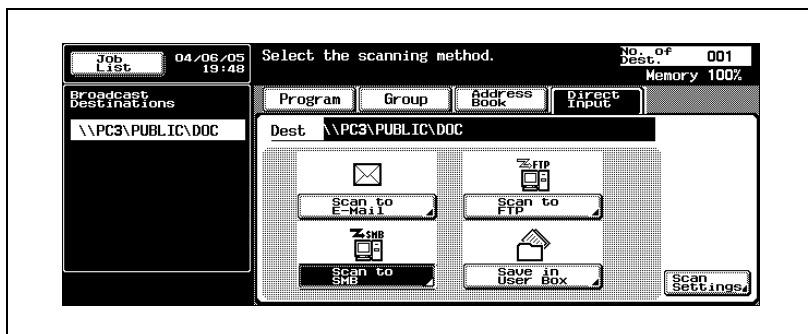
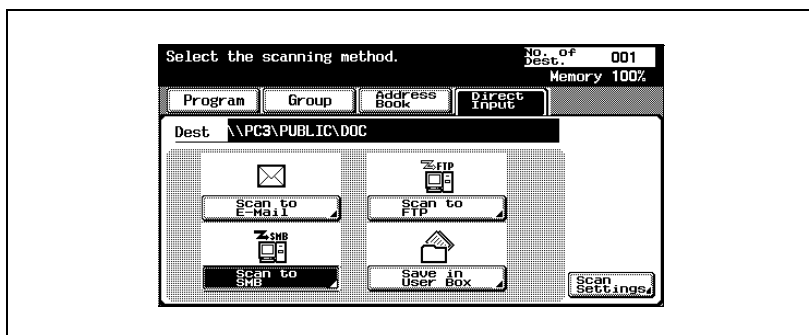**3** Enter the destination information.

```
Enter each settings.                    No. of    000
                                        Dest.
                                              Memory 100%
Scan to SMB                                   Next
                                              Dest.
   Host     PC3
   Name                               Refer-
   Destination  \PUBLIC\DOC           ence
   Folder
   User     TEST03
   Name
   Pass-    ***********
   word
                              Cancel      OK
```

– Host Name: Specify the destination host name (enter using capital letters) or the IP address. Type in the destination name using the keyboard, and then touch [OK].

– Destination Folder: Enter the path to the destination folder using capital letters.

– User Name: Use the keyboard that appears in the touch panel to specify the login user name, and then touch [OK].

– Password: Use the keyboard that appears in the touch panel to specify the password, and then touch [OK].

– Reference: The folder structure of the connected computer can be viewed. The destination folder can also be specified directly.

– To specify an additional address, touch [Next Dest.], and then specify the address.

– To check the contents of the shared folders, touch [Reference].

4 Touch [OK].

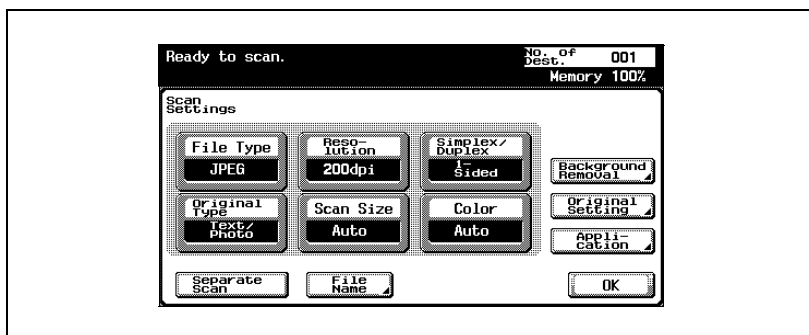The specified addresses are listed under "Broadcast Destinations".

```
Job       04/06/05  Select the scanning method.    No. of    001
List            19:48                               Dest.
                                                         Memory 100%
Broadcast
Destinations      Program   Group   Address   Direct
                                     Book      Input
 \\PC3\PUBLIC\DOC    Dest  \\PC3\PUBLIC\DOC

                         FTP
                    Scan to        Scan to
                    E-Mail         FTP
                         SMB
                    Scan to        Save in
                    SMB            User Box            Scan
                                                       Settings
```

5 Touch [Scan Settings], and then specify the scan settings.

```
Select the scanning method.         No. of   001
                                    Dest.
                                           Memory 100%
  Program      Group      Address   Direct
                          Book      Input
  Dest   \\PC3\PUBLIC\DOC

         ⊠                    ⚹FTP
                             ᗡᗯ
      Scan to              Scan to
      E-Mail               FTP

       ⚹SMB
      ᗡᗯ                    ◇
      Scan to              Save in              Scan
      SMB                  User Box             Settings
```

– For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.

6 After specifying the settings, touch [OK].

```
Ready to scan.                      No. of   001
                                    Dest.
                                           Memory 100%
  Scan
  Settings
   File Type   Reso-      Simplex/
               lution     Duplex
    JPEG       200dpi     1-              Background
                          Sided           Removal
   Original   Scan Size   Color          Original
   Type                                  Setting
    Text/      Auto        Auto          Appli-
    Photo                                cation
   Separate   File
   Scan       Name                        OK
```

7 Load the document into the ADF (optional) or position it on the original glass of the machine.

8 Press the [Start] key on the control panel.

The document is scanned, and the data is sent.

✎ **. . .**

Note
Do not turn off the machine until the scanned jobs disappear from the job list.

🔍

Detail
When a work group and computer that exceed the numbers described below exist, browsing over the network (subnet) of this machine may not be performed properly.
- Work group: 128
- Computer: 128

3.6　Specifying the scan settings

Available settings

Detailed scan settings can be specified by touching [Scan Settings] in the Scan mode screen.
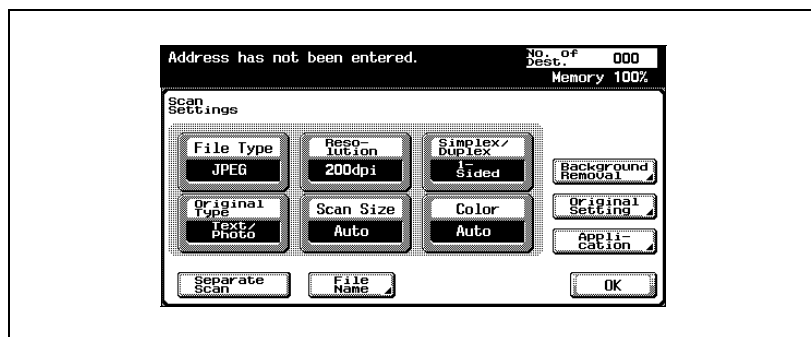
The settings that can be specified are as follows:

Item	Description	Reference
File Type	Selects the file type for saving the scanned data.	"File type" on page 3-50
Resolution	Selects the scan resolution.	"Resolution" on page 3-54
Simplex/Duplex	Selects whether to scan one side of the document or both sides.	"Simplex/Duplex" on page 3-55
Original Type	Sets the image type of the scanned document.	"Original type" on page 3-56
Scan Size	Sets the paper size to be scanned.	"Scan size" on page 3-59
Color	Sets whether to scan in color or black and white.	"Color" on page 3-62
Background Removal	Adjusts the density of the background (blank areas) of the document.	"Background removal" on page 3-64
Original Setting	Specifies the type of document that is loaded, for example, if it contains mixed sizes or is a thick document.	"Original setting" on page 3-65
Application	Provides functions for adjusting the print image, for example, for scanning books and for erasing the surrounding area.	"Book scanning (Application)" on page 3-68 "Frame erase (Application)" on page 3-71 "Annotation (Application)" on page 3-73

Item	Description	Reference
Separate Scan	The scan operation can be divided into several sessions when all pages of a document cannot be loaded into the ADF (optional) or when placing the document on the original glass. In addition, the documents can be scanned separately according to their type, such as when single-sided documents are mixed with double-sided documents.	"Separate scan" on page 3-75
File Name	Changes the file name to be saved.	"File name" on page 3-75

File type

Select the file type for saving the scanned data. The following four file types are available.

File type

Item	Description
PDF	Saves to the PDF format.
Compact PDF	Saves to the compressed PDF format. Used for full-color scan data, etc.
TIFF	Saves to the TIFF format.
JPEG	Saves to the JPEG format.

If "PDF" or "Compact PDF" is selected as the file type, you can specify the encryption level. The settings that can be specified are described below.

Item	Description
Encryption Level	Select the encryption level.
Password	Enter the password that is required for opening data that is encrypted (up to 32 alphanumeric characters). To confirm the password, enter the password again.
Authority of the Documents	Enter the password that is required for changing the authority of a document (up to 32 alphanumeric characters). To confirm the password, enter the password again.

Some file types may not be available depending on the selected Color setting. The possible combinations of the File Type and Color settings are shown below.

Detail
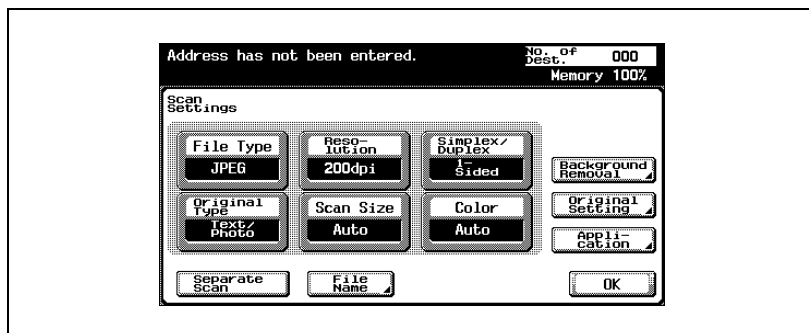*For details on the Color settings, refer to "Color" on page 3-62.*

✎ **. . .**
Note
"Compact PDF" in File Type, and "Text" or "Dot Matrix" in Original Type cannot be specified at the same time.

	Auto	**Full Color**	**Gray Scale**	**Black**
PDF	Yes	Yes	Yes	Yes
Compact PDF	No	Yes	No	No
TIFF	No	No	No	Yes
JPEG	Yes	Yes	Yes	No

Also, grouping of the saved data can be specified.

Scan Setting

Item	**Description**
Single Page	A file is created for each page of the document.
Multi-Page	The entire scanned document is saved to a single file. This setting is not selectable when [File Type] is JPEG.

To specify the file type settings

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [File Type].
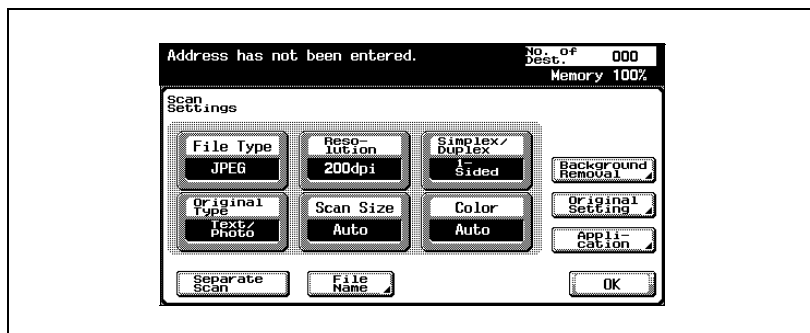
3 Select the file type.
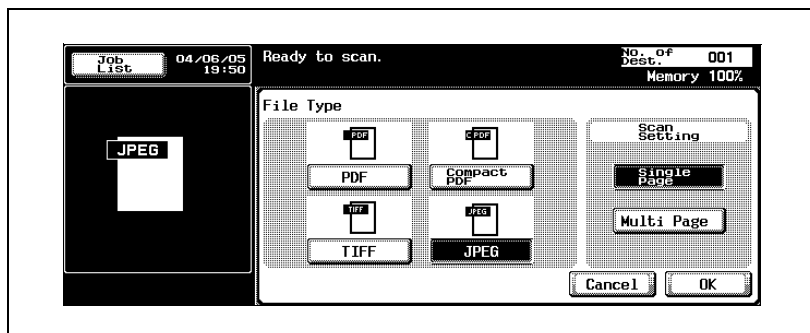
4 If [PDF] or [Compact PDF] is selected, touch [Encryption].
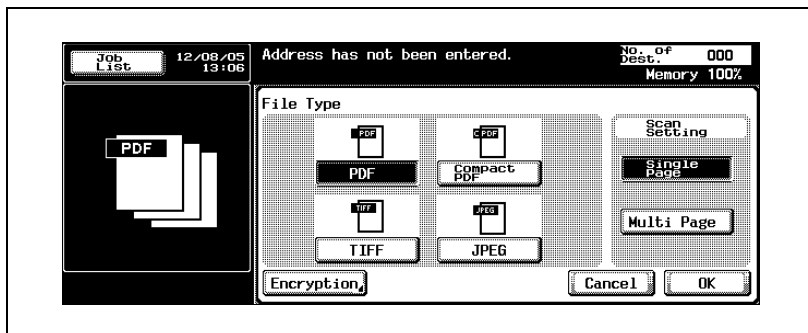
5 Specify the encryption settings.
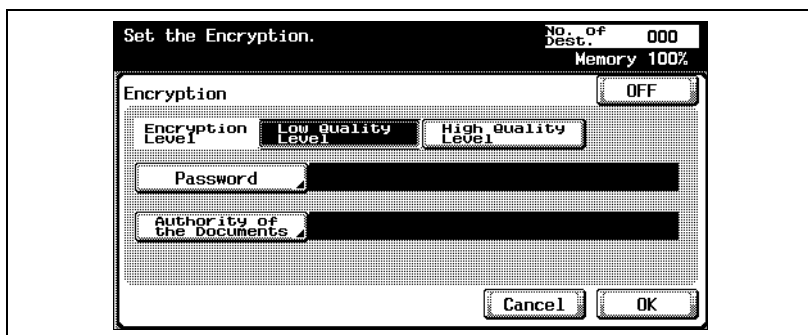
6 Touch [OK].

7 Select the scan setting.
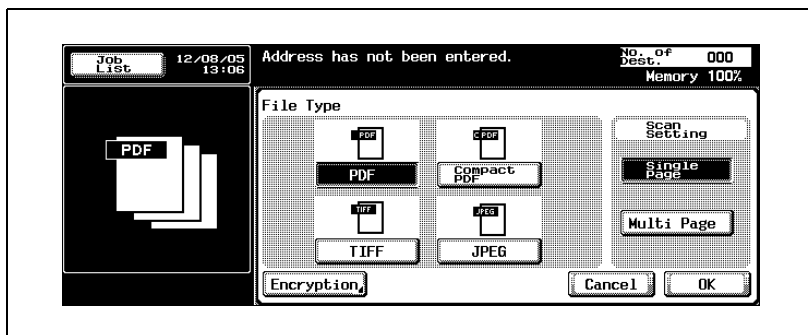
8 Touch [OK], and then touch [OK] in the next screen that appears.

Resolution

Set the scanning resolution to 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Resolution].
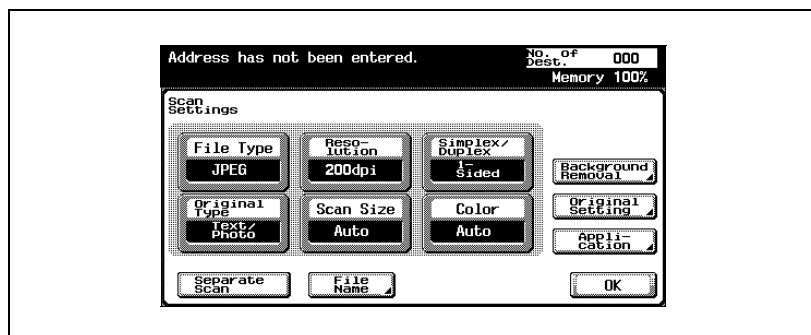
3 Select the resolution.
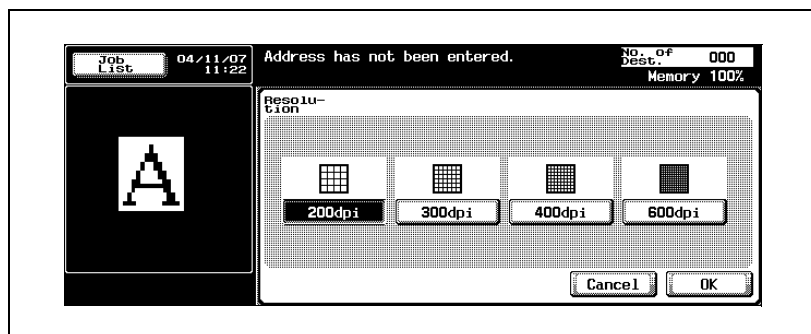
4 Touch [OK], and then touch [OK] in the next screen that appears.

Simplex/Duplex

Select whether to scan one side of the document or both sides.

Item	Description
1-Sided	Scans one side of the document.
2-Sided	Scans both sides of the document.
Cover + 2-Sided	Scans the first page of the document as the cover page only on one side and scans the remaining pages on both sides.

To specify the simplex/duplex setting

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Simplex/Duplex].
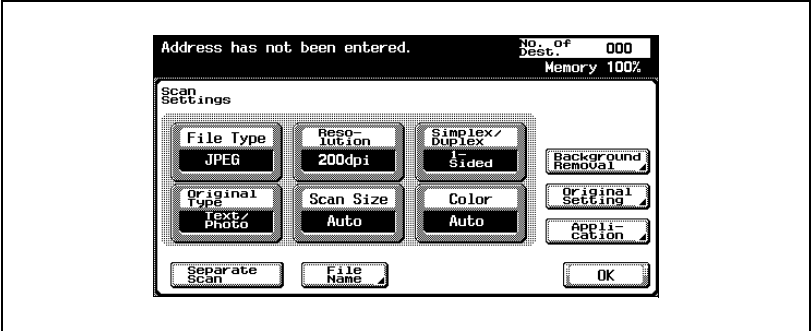
3 Select the scan type.
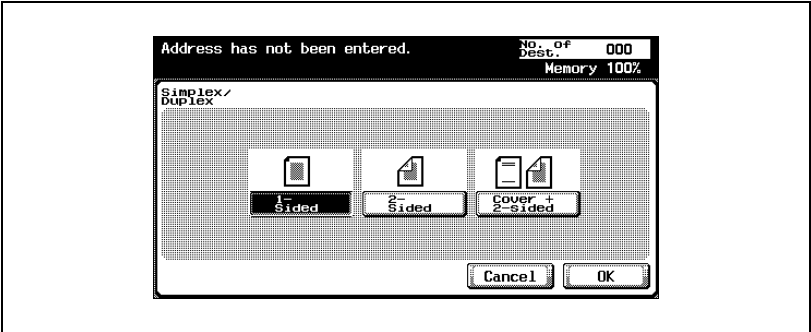
4 Touch [OK], and then touch [OK] in the next screen that appears.

Original type

Select the type according to the document. The following six image types are available.

Item	Description
Text	Select for a document consisting only of text.
Text/Photo	Select for a document containing text and photo (half tone).
Photo	Select for a document containing only photos (half tone).
Dot Matrix	Select for a document with faint text.
Map	Select for a document with a lot of light halftone colors such as a map.
Copied Paper	Select for a copied or printed document with uniform density.

If "Text/Photo" or "Photo" is selected, the photo type can also be specified.

Item	Description
Photo Paper	Specify this type for photos printed on photo paper.
Printed Photo	Specify this type for photos printed in books and magazines.

✎ **. . .**

Note

"Compact PDF" in File Type, and "Text" or "Dot Matrix" in Original Type cannot be specified at the same time.

To specify the original type setting

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Original Type].

3 Select the image type.
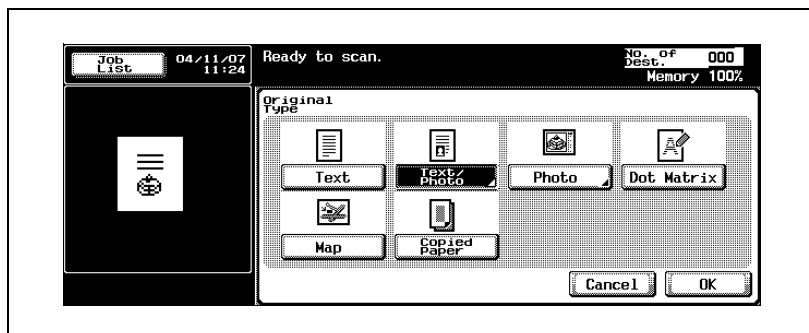
4 If "Text/Photo" or "Photo" is selected, select the photo type, and then touch [OK].
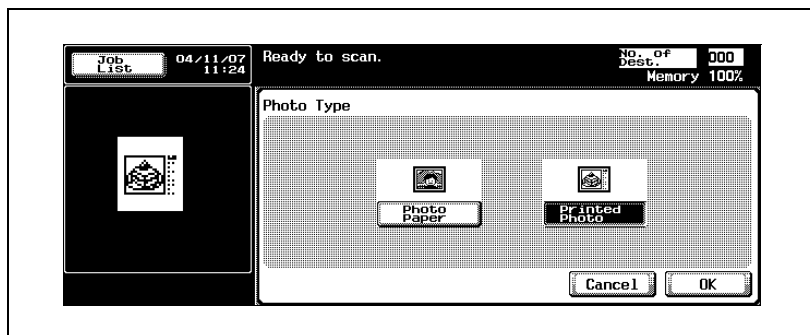
5 Touch [OK], and then touch [OK] in the next screen that appears.

Scan size

Set the paper size to be scanned.

The available scan sizes are as follows:

Item	Description
Auto	Detects the size of the first page of the loaded document.
Standard sizes	Select a standard size and direction.
Custom Size	Use to enter the dimensions of a custom size not available as a standard size. The lengths in the X and Y directions can be set within the ranges of 2 in. to 17 in. and 2 in. to 11-11/16 in., respectively.
Photo Size	Use to select the photo size.

To specify the scan size setting

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Scan Size].
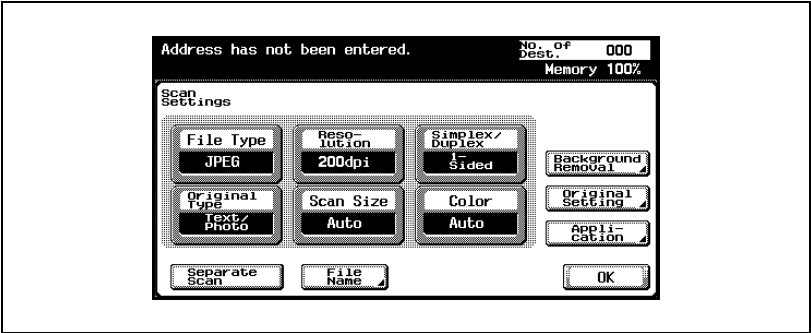
3 Select the size and direction.
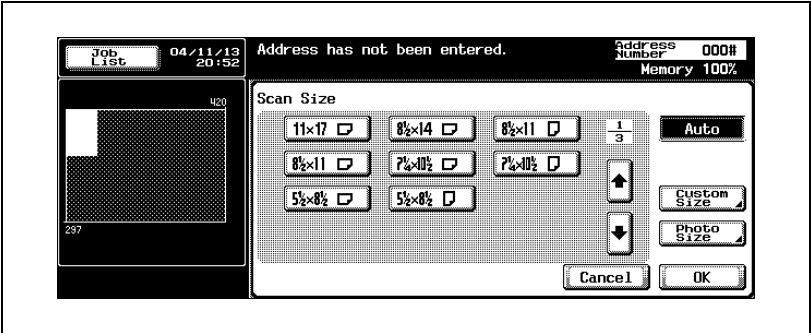
– Select the size and direction of the paper to be scanned.
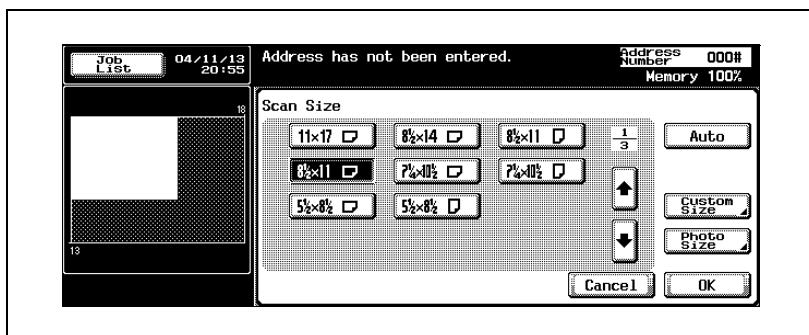
– Touch [Custom Size] to display a screen for specifying the size. Use the keypad or touch [-] and [+] to specify the size. Touch [¤] to switch between the integer and the fraction. The integer can be specified in increments of 1 inch, and the fraction can be specified in increments of 1/16 in. Touch [OK].
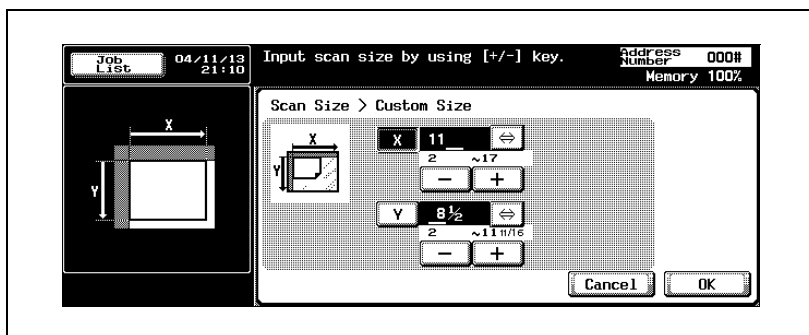
– Touch [Photo Size] to display a screen for specifying the size. Select the size and direction of the photo to be Scanned, and then touch [OK].
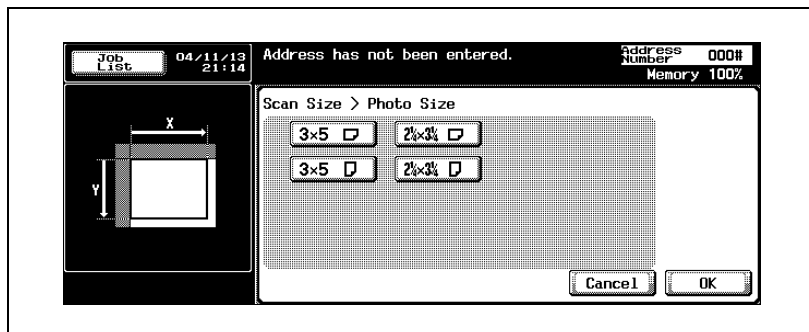
4 Touch [OK], and then touch [OK] in the next screen that appears.

Color

Set whether to scan in color or black and white. Select from the following four types.

Item	Description
Auto	Automatically detects the color of the document and scans accordingly.
Full Color	Scans at full color.
Gray Scale	Select this setting when the document is full of halftone colors such as in a black-and-white photo.
Black	Select this setting when the white and black boundaries are distinct such as in a line drawing.

Some color settings may not be available depending on the selected File Type setting. The possible combinations of the File Type and Color settings are shown below.

Detail

For details on the File Type settings, refer to "File type" on page 3-50.

	Auto	Full Color	Gray Scale	Black
PDF	Yes	Yes	Yes	Yes
Compact PDF	No	Yes	No	No
TIFF	No	No	No	Yes
JPEG	Yes	Yes	Yes	No

To specify the color setting

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Color].
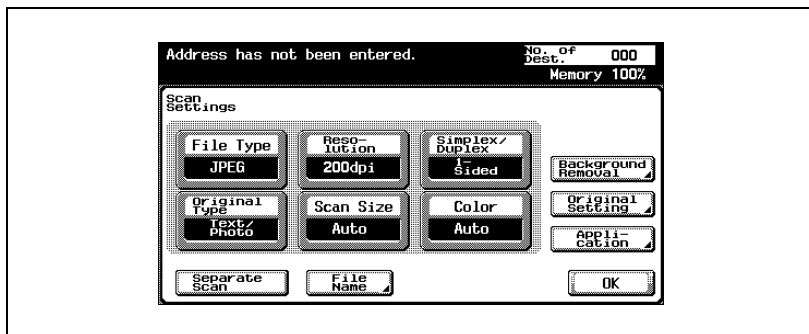
3 Select the color type.
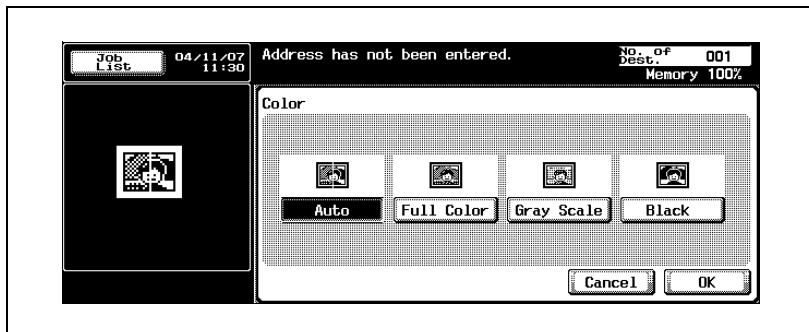
4 Touch [OK], and then touch [OK] in the next screen that appears.

Background removal

Adjust the background density of the document during scanning. When scanning a document on colored paper, the background may be dark in the scan. In such cases, the background density can be adjusted.

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Background Removal].
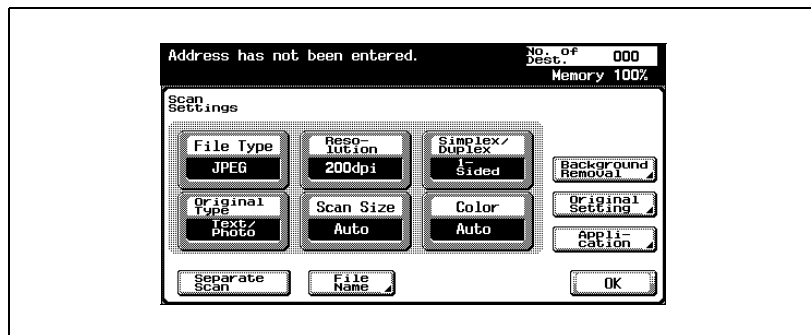
– Touch [Auto] to adjust the background density automatically.
– To select a specific density, touch [Lighter] or [Darker].
– Touch [Std.] to select the default setting.

3 Touch [OK], and then touch [OK] in the next screen that appears.
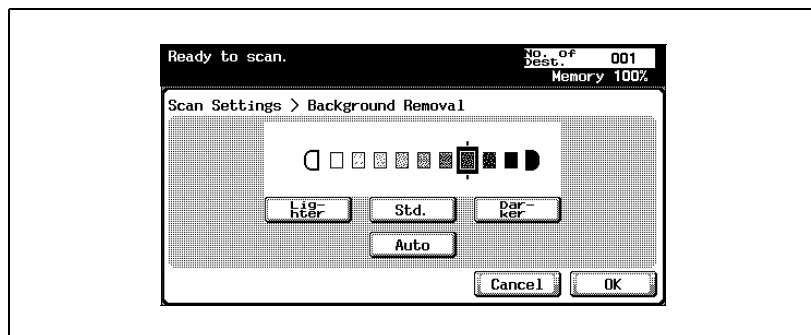
Original setting

Specify the type of document that is loaded, for example, if it contains mixed sizes or is a thick document.

✎ . . .
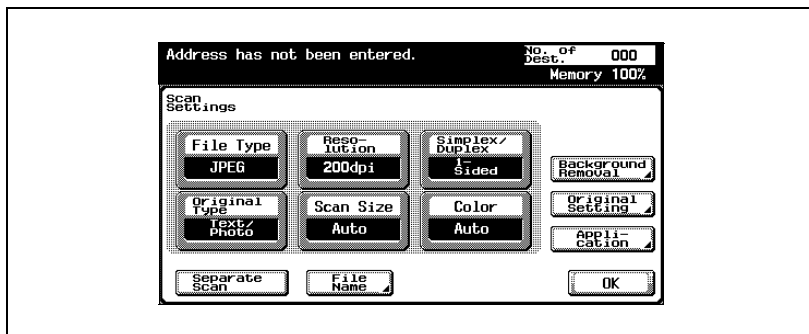
Note

These functions can be combined.

Item	Description
Mixed Original	Select this setting when documents of different sizes are loaded into the ADF (optional). The scan speed is decreased since the size of each page is detected before it is scanned.
Thick Original	Select this setting when Scanning a thick document.
Original Direction	Specifies the orientation of the document. The data is processed so that the top and bottom ends are correctly positioned when the document is scanned.
Bind	Specifies the binding position for punched holes and staples. This function adjusts the binding position so that it is not reversed when a double-sided document is scanned. Left: A document with a bind on the left side. Top: A document with a bind on the top side. Auto: If the length is 11-3/4 in. or less, the binding position is along the long side of the paper. If the length is more than 11-3/4 in., the binding position is along the short side of the paper.

To specify the original settings

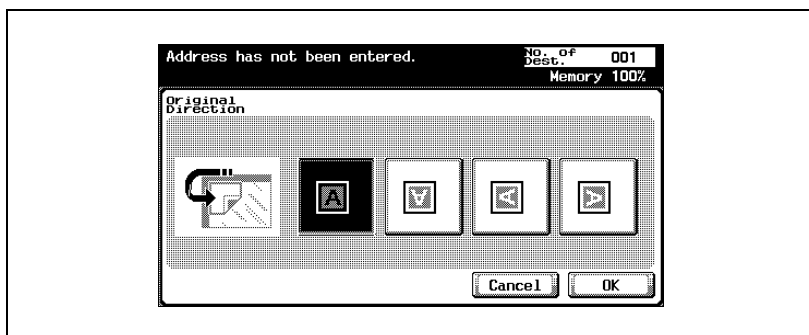**1** Touch [Scan Settings] in the Scan mode screen.

2 Touch [Original Setting].

```
┌─────────────────────────────────────────────────────┐
│  Address has not been entered.        No. of    000  │
│                                       Dest.          │
│                                       Memory 100%    │
│  Scan                                                │
│  Settings                                            │
│  ┌─────────┐ ┌─────────┐ ┌─────────┐                 │
│  │File Type│ │Reso-    │ │Simplex/ │   ┌──────────┐  │
│  │         │ │lution   │ │Duplex   │   │Background│  │
│  │  JPEG   │ │ 200dpi  │ │ 1-      │   │Removal   │  │
│  └─────────┘ └─────────┘ │ Sided   │   └──────────┘  │
│  ┌─────────┐ ┌─────────┐ └─────────┘   ┌──────────┐  │
│  │Original │ │Scan Size│ ┌─────────┐   │Original  │  │
│  │Type     │ │         │ │ Color   │   │Setting   │  │
│  │Text/    │ │  Auto   │ │  Auto   │   └──────────┘  │
│  │Photo    │ └─────────┘ └─────────┘   ┌──────────┐  │
│  └─────────┘                           │Appli-    │  │
│  ┌─────────┐ ┌─────────┐               │cation    │  │
│  │Separate │ │File     │               └──────────┘  │
│  │Scan     │ │Name     │        ┌──────────────┐     │
│  └─────────┘ └─────────┘        │     OK       │     │
│                                 └──────────────┘     │
└─────────────────────────────────────────────────────┘
```

3 Specify the original settings.

```
┌─────────────────────────────────────────────────────┐
│  Address has not been entered.        No. of    000  │
│                                       Dest.          │
│                                       Memory 100%    │
│  Scan Settings > Application                         │
│                                                      │
│   ┌──────┐   ┌──────┐   ┌──────┐   ┌──────┐          │
│   │      │   │      │   │  A   │   │  A   │          │
│   │      │   │      │   │      │   │      │          │
│   │Mixed │   │Thick │   │Orig- │   │ Bind │          │
│   │Orig- │   │Orig- │   │inal  │   │      │          │
│   │inal  │   │inal  │   │Dir-  │   │      │          │
│   │      │   │      │   │ection│   │      │          │
│   └──────┘   └──────┘   └──────┘   └──────┘          │
│                                                      │
│          ┌───────┐  ┌────────┐  ┌──────┐             │
│          │ Reset │  │ Cancel │  │  OK  │             │
│          └───────┘  └────────┘  └──────┘             │
└─────────────────────────────────────────────────────┘
```

– If "Original Direction" is selected, a screen for selecting the direction appears. Select the direction, and then touch [OK].

– To select the default settings, touch [Reset].

```
Address has not been entered.          No. of    001
                                       Dest.
                                            Memory 100%
Original
Direction



    ⟲          [A]      [Y]      [◁]      [▷]



                              Cancel      OK
```

– If "Bind" is selected, a screen for selecting the document binding position appears. Select the binding position, and then touch [OK].

```
Address has not been entered.          No. of    000
                                       Dest.
                                            Memory 100%

Bind


        [A]        [A]                   [A]
        Left       Top                   Auto


                              Cancel      OK
```
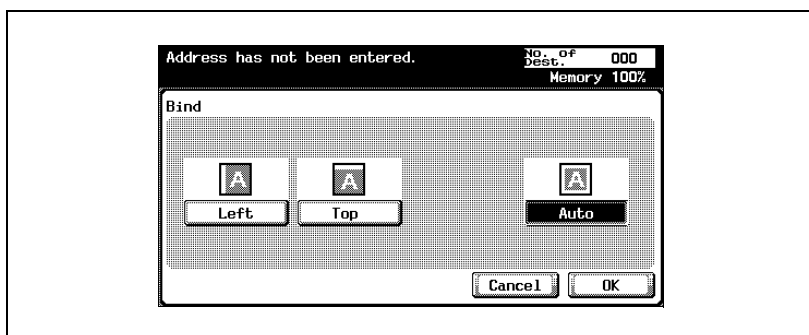
4 Touch [OK], and then touch [OK] in the next screen that appears.

Book scanning (Application)

Select this function when scanning page spreads. The four scanning methods listed below are available. In addition, frame erasing and center erasing can be specified.

Item	Description
Book Spread	Scans a spread as one page.
Book Separation	Scans a spread as separate left and right pages (2 pages).
Front Cover	Scans the first page as a front cover.
Front and Back Cover	Scans the first page as the front cover page, the second page as the back cover page, and the remaining pages as the main body of the document.

Specify the spread document size for the scan size.

Shadows that occur from scanning page spreads can be erased from the scans.

Item	Description
Erase	Erases the perimeter of the document. The width to be erased can also be specified separately for the top, left, right, and bottom sides within the range of 1/16 in. to 2 in.
Center Erase	Erases the shadow along the center binding. The width can be set within the range of 1/16 in. to 1-3/16 in.

✎ **. . .**

Note

If the width to be erased is specified using the Book Erase functions in the Book Scanning screen, the same value is set for the "Erase" function on the Application screen.

To use the "Book Scan" function

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Application].

3 Touch [Book Scanning].
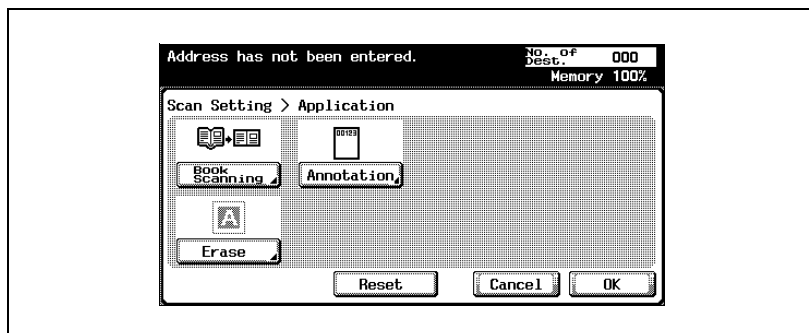
4 Specify the Book Scanning settings.
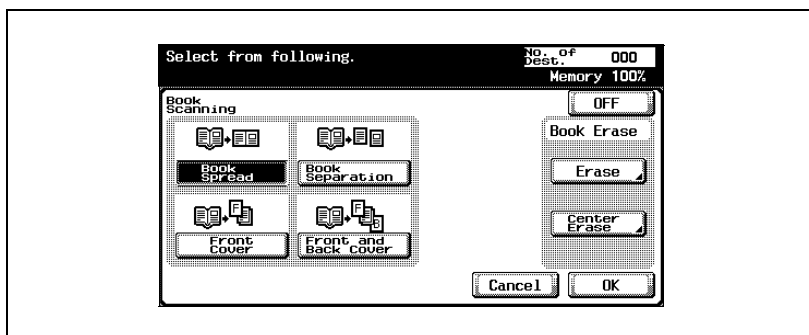
– If "Book Separation", "Front Cover", and "Front and Back Cover" are selected, select the binding direction.
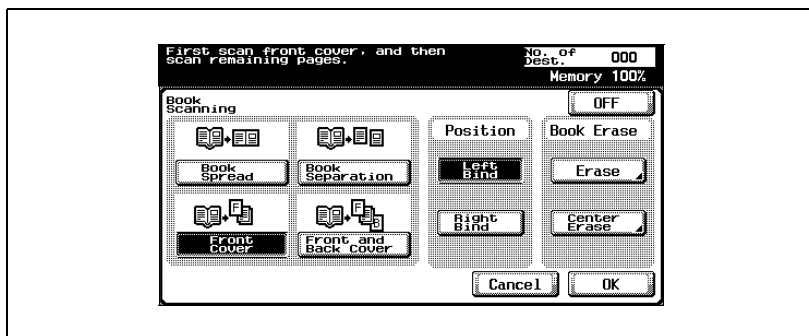
5 Touch [OK], and then touch [OK] in the next two screens that appear.

Frame erase (Application)

Erases the perimeter of the document. The width to be erased can also be specified separately for the top, left, right, and bottom sides within the range of 1/16 in. to 2 in.

If the width to be erased is specified using the Book Erase functions in the Book Scanning screen, the same value is set for the "Erase" function on the Application screen.

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Application].
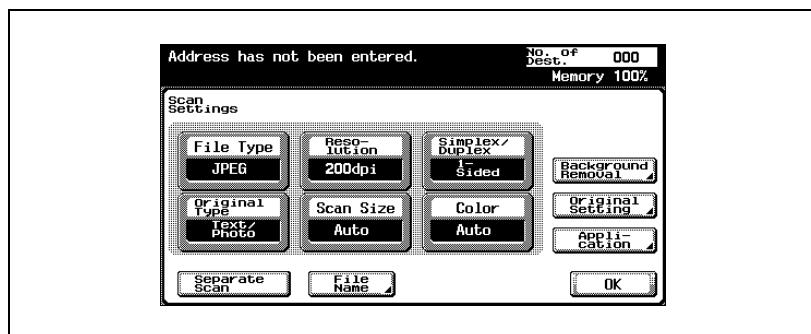
3 Touch [Erase].
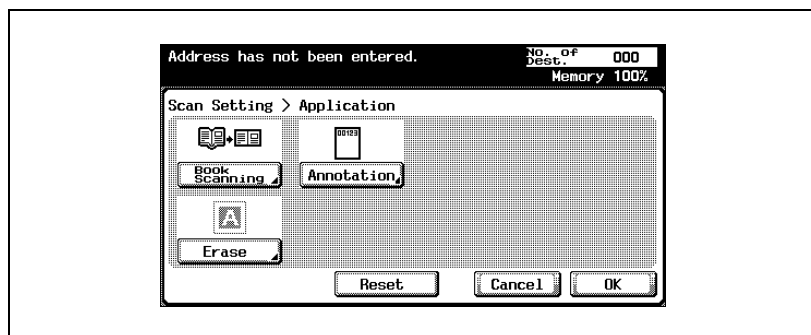
4 Specify the width to be erased.
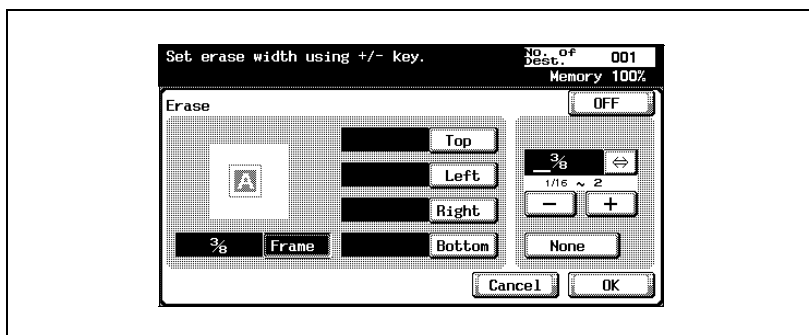
– To erase all sides with the same width, touch [Frame] and enter the value.
– To specify the width separately for the top, left, right, and bottom sides, touch the corresponding button and enter the value. To specify that no area is erased, touch [None].
– For North American users, touch [¤] to switch between the integer and the fraction.

5 Touch [OK], and then touch [OK] in the next two screens that appear.
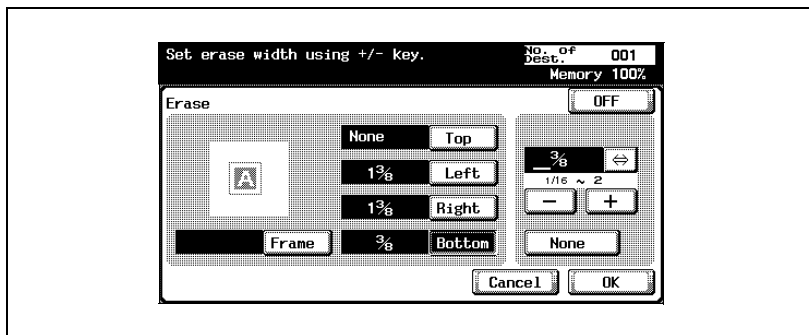
Annotation (Application)

When saving a scanned document, add the preset domain name, sequence number, date, and time, and then save the document in a box.

1 Touch [Scan Settings] in the Scan mode screen.

2 Touch [Application].
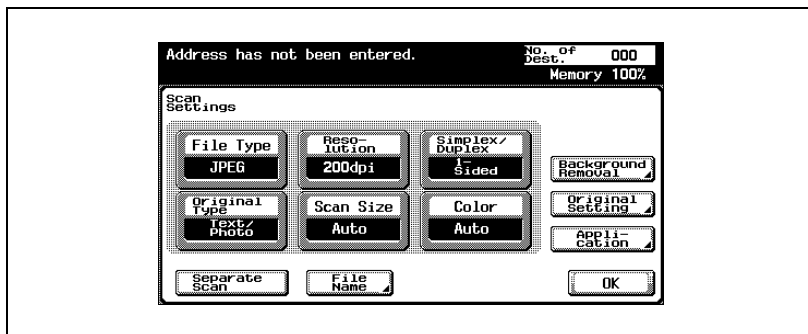
3 Touch [Annotation].
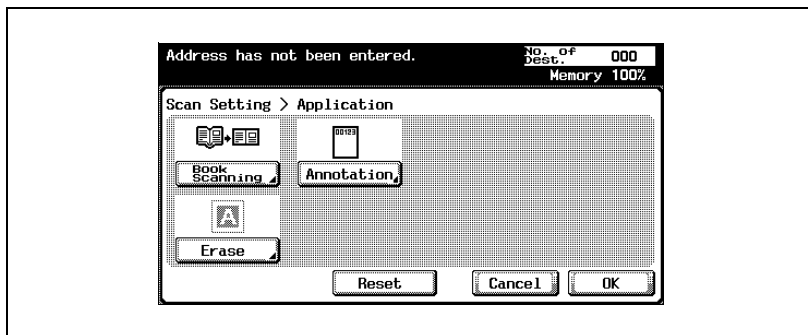
4 Select the saving destination for the annotation user box.

```
Select desired User Box.        No. of    000
                                Dest.
                                Memory 100%

Annotation User Box                 OFF

┌─────────┬─────────┐           ─1
│ FILE1   │ FILE2   │            1
│         │         │
└─────────┴─────────┘           ▲

                                ▼

                        Cancel      OK
```
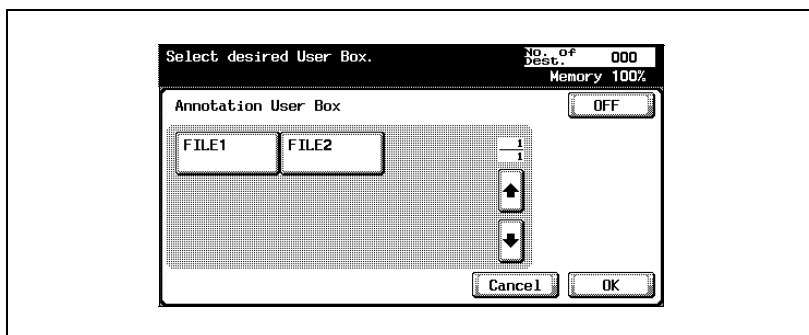
5 Touch [OK] three times.

✎
. . .
Note
If selecting an annotation user box, the box that was selected in
[Broadcast Destinations] is added.

🔍
Detail
Only the PDF file format can be saved.

When saving data in an annotation user box, e-mail transmission, FTP
transmission, and SMB transmission can be specified at the same time.

✎
. . .
Note
For delivering the data that was saved in a filing number box over the
Internet, refer to User manual [Box Operations].

For creating a filing number box, refer to "Creating annotation user
boxes" on page 4-54.

Separate scan

The scan operation can be divided into several sessions according to the type of document being scanned, for example, when all pages of a document cannot be loaded into the ADF (optional), when placing the document on the original glass, or when single-sided documents are mixed with double-sided documents. Touch [Separate Scan] in the Scan Settings screen. The function is enabled when its button appears selected.

```
┌─────────────────────────────────────────────────────┐
│  Address has not been entered.          No. of   000 │
│                                         Dest.        │
│                                      Memory 100%     │
│  ┌─────────────────────────────────────────────────┐ │
│  │ Scan                                            │ │
│  │ Settings                                        │ │
│  │ ┌─────────┐ ┌─────────┐ ┌─────────┐             │ │
│  │ │File Type│ │Reso-    │ │Simplex/ │ ┌──────────┐│ │
│  │ │         │ │lution   │ │Duplex   │ │Background││ │
│  │ │  JPEG   │ │ 200dpi  │ │1-       │ │Removal   ││ │
│  │ └─────────┘ └─────────┘ │ Sided   │ └──────────┘│ │
│  │                         └─────────┘             │ │
│  │ ┌─────────┐ ┌─────────┐ ┌─────────┐ ┌──────────┐│ │
│  │ │Original │ │Scan Size│ │ Color   │ │Original  ││ │
│  │ │Type     │ │         │ │         │ │Setting   ││ │
│  │ │Text/    │ │  Auto   │ │  Auto   │ └──────────┘│ │
│  │ │Photo    │ └─────────┘ └─────────┘ ┌──────────┐│ │
│  │ └─────────┘                         │Appli-    ││ │
│  │                                     │cation    ││ │
│  │ ┌─────────┐ ┌─────────┐             └──────────┘│ │
│  │ │Separate │ │File     │             ┌──────────┐│ │
│  │ │Scan     │ │Name     │             │   OK     ││ │
│  │ └─────────┘ └─────────┘             └──────────┘│ │
│  └─────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────┘
```
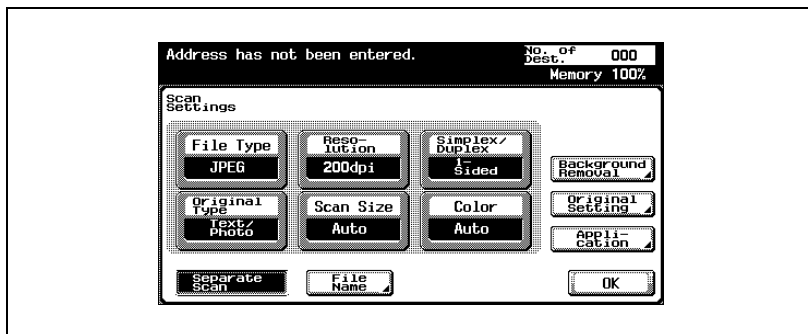
File name

You can change the file name to be saved.

Q

Detail
If a file name is not specified when the data was scanned, it will automatically be specified by combining the mode and the date and time at the time the file was saved. For specifying the file name, refer to "Specifying e-mail settings" on page 3-84.

✎ **...**

Note
To clear all of the file names that are displayed, press the [C] (clear) key.

Up to 30 characters can be entered.

To change the file name

1   In the Scan mode screen, touch [Scan Settings].

2   Touch [File Name].

3   Type in the new file name using the keyboard that appears.
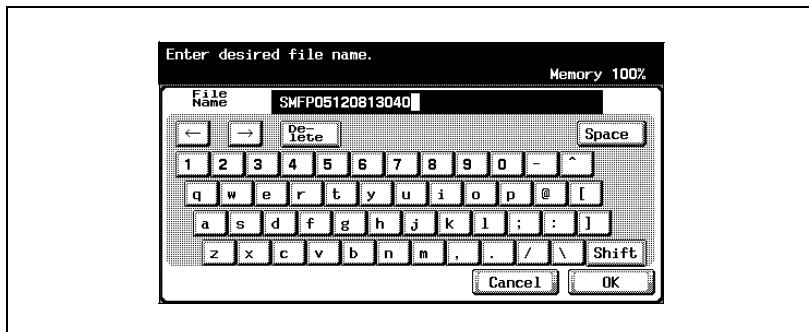
4   Touch [OK], and then touch [OK] in the next screen that appears.

3.7 Checking the settings

Checking the settings

The selected setting can be checked in detail. The destination can be changed on this screen.

The settings that can be viewed and changed are as follows:

Item	Description
Type	Displays the type of transmission.
Name	Displays the registered destination name.
Dest.	Displays the destination file path or the e-mail address.
Edit	Touch to change the destination.
Set Dest.	Specify the notification destination for the e-mail message that is sent when the data is transmitted, etc.
Save in Add. Book	Touch when the address is not registered in the address book such as when the address is entered through direct input.

The notification destination cannot be specified when using Scan to E-mail.

✎ **. . .**

Note
If Changing the "From" Address from [Administrator Setting] — [System Setting] — [Restrict User Access] — [Restrict Access to job Setting] is specified as restricted, direct input cannot be performed.

To check a job

1 Press the [Mode Check] key in the control panel while the Scan mode screen is displayed.

The Mode Check screen appears.
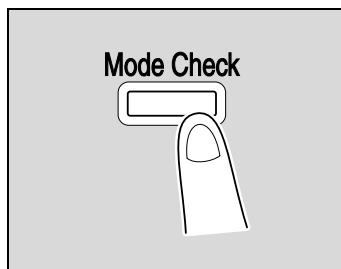
**2** Select the desired job from the list of registered jobs.
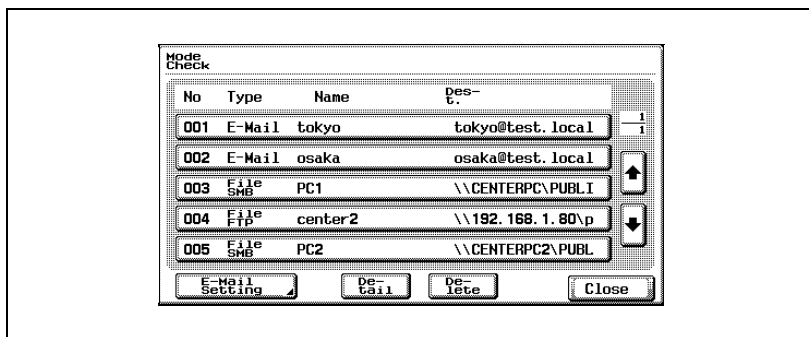
3 Touch [Detail].

4 Check the details.

```
Mode
Check
   Type    PC(FTP)
   Name    center2
   Des-    \\192.168.1.80\public
   t.
  [ Edit ]

  [ Set
    Dest. ]

  [ Save in
    Add. Book ]              [ Close ]
```
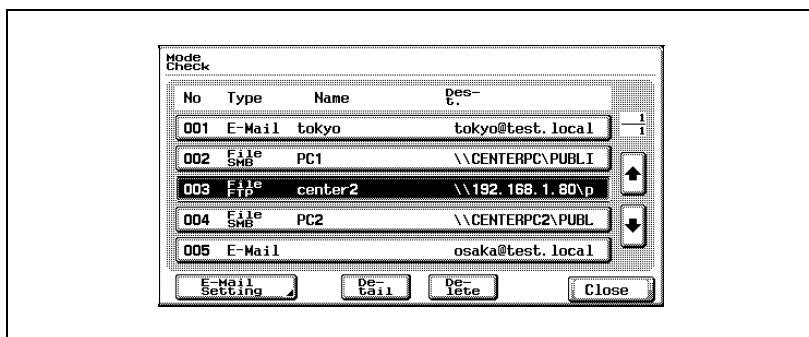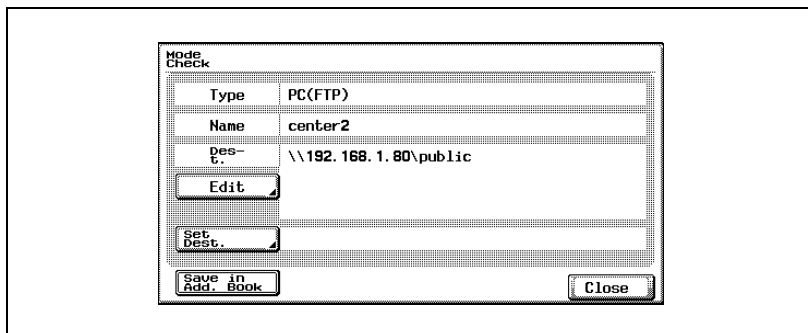
? How do you correct the destination?

➜ Touch [Edit] to display the direct input screen on which the address can be corrected. After correcting the destination, touch [OK].

```
Enter each settings.              Address
                                  Number   005#
                                      Memory 100%
Scan to FTP                        [ Next
                                     Add. ]
  [ Host      192.168.1.80
    Name ]
  [ Destination  \public
    Folder ]
  [ User       user02
    Name ]
  [ Password ] **********
  [ Detail         [ Cancel ]  [ OK ]
    Setting ]
```
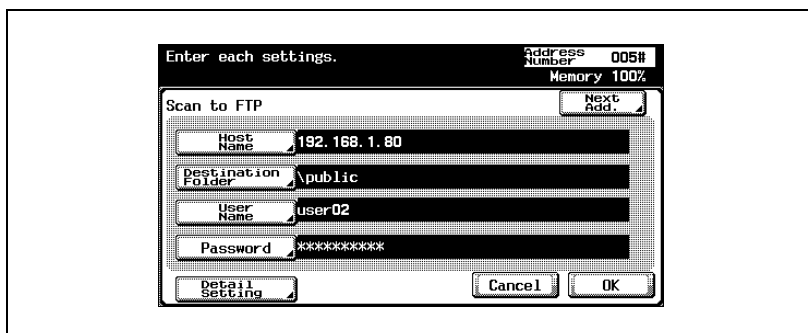
? How do you specify the notification destination?

➜ Touch [Set Dest.] to display the address book. Specify the notification e-mail address from the address book or enter the address directly, and then touch [OK].
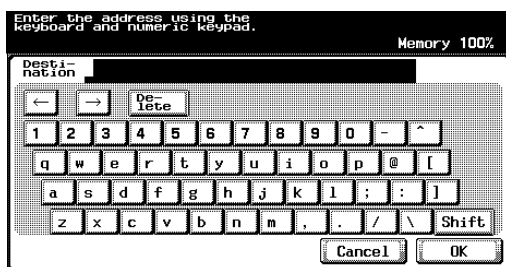
? Can an address that is directly entered be registered in the address book?

➔ To register the address to the address book, touch [Save in Add. Book].
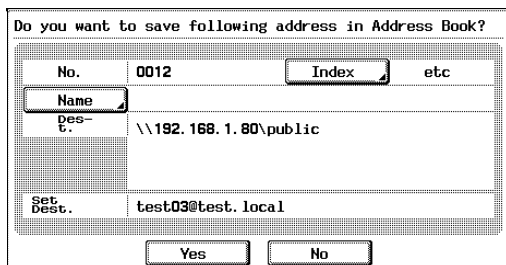
? What type of information must be entered?

→ Touch [Index], and then specify the characters for indexing the address in the address book. Touch [Name], and then enter the name that is to be registered in the address book. After entering the name, check it, and then touch [Yes].

5 After checking the information, touch [Close].

```
Mode
Check

      Type      PC(FTP)

      Name

      Des-
      t.        \\192.168.1.80\public

    Edit

    Set.      test03@test.local
    Dest.

   Save in                                    Close
   Add. Book
```

6 Touch [Close].

```
Mode
Check

  No  Type    Name        Des-
                          t.
  001 E-Mail  tokyo       tokyo@test.local        1
                                                  1
  002 File    PC1         \\CENTERPC\PUBLI
      SMB
  003 File    PC2         \\CENTERPC2\PUBL
      SMB
  004 File                \\192.168.1.80\p
      FTP
  005 E-Mail              osaka@test.local

    E-Mail         De-       De-
    Setting        tail      lete            Close
```

✎ **. . .**

Note

When the settings are changed, the destination whose settings have been changed is moved to the end of the list of registered destinations.

Deleting unneeded destinations

The selected destination can be deleted.

1 Press the [Mode Check] key in the control panel while the Scan mode screen is displayed.

The Mode Check screen appears.
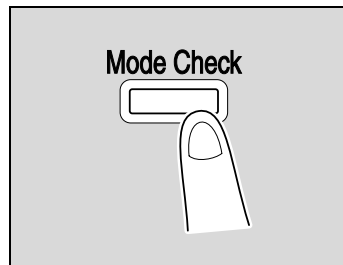
2 Select the desired job from the list of registered jobs.
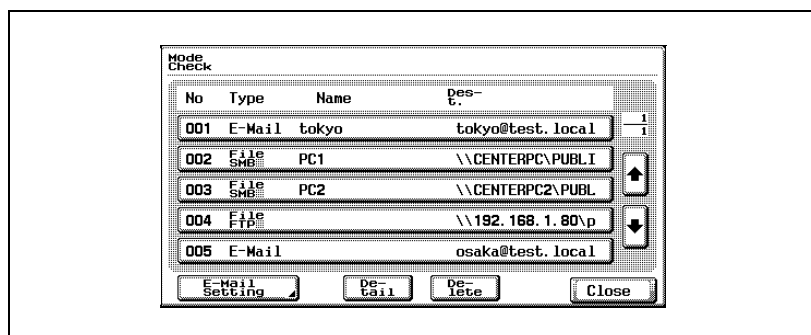
3 Touch [Delete].
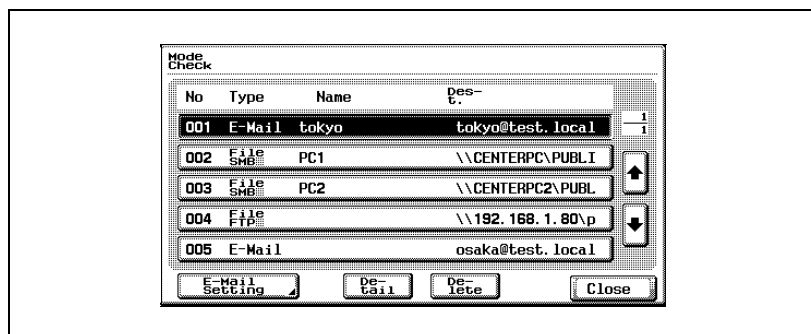
A confirmation message appears.

4 Touch [Yes] to delete the job.
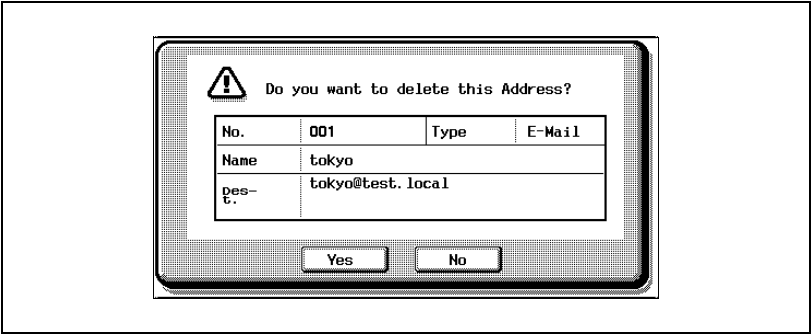
5 Touch [Close].
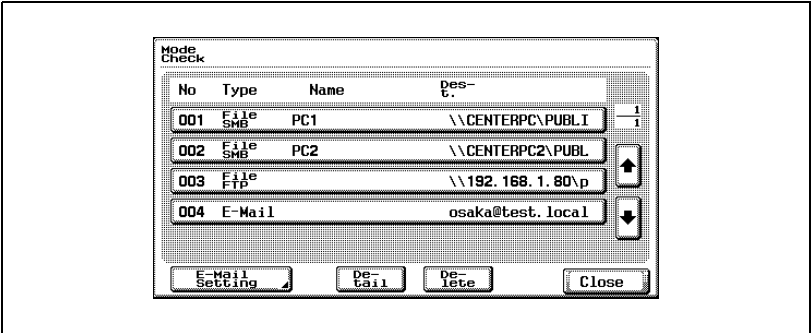
Specifying e-mail settings

When the data is sent, an e-mail containing information about the data, such as the file name, can be sent to a specified e-mail address.

The file name is also used in Scan to FTP and Scan to SMB.

The settings that can be specified are as follows:

Item	Description
File Name	The name of the saved file is displayed. This file name is automatically displayed based on the settings specified in "Administrator Setting". Up to 30 characters can be entered.
Subject	The information specified in Utility mode is automatically displayed. Touch [Direct Input] to change the information. Up to 64 characters can be entered.
From	The administrator e-mail address specified in Utility mode is automatically displayed. Touch [Direct Input] to change the information.
Text	The text specified in Utility mode is displayed. Touch [Direct Input] to change the information. Up to 256 characters can be entered.

The file name is assigned by combining the information below.

The name "SKMBT_C25204102315230" is explained below as an example.

Item	Description
S	Indicates the mode when the file was saved. C: Copy F: Fax S: Scan P: Printer
KMBT_C252	The name of the device that scanned the data. The factory default setting is "KMBT_C252". This name can be changed by touching [Machine Name] under [Administrator/Machine Setting] on the Administrator Setting screen. Enter the name using up to 10 characters.
04102315230	Indicates the year (lower 2 digits), month, day, hour, and minute when the data was scanned. The last digit is a sequence number when data is scanned consecutively in 1 minute.
_0001	Indicates the page number when multiple pages of data are scanned. This number does not appear on the "File Name" screen, but is automatically attached as part of the file name when transmitted over the network. If a file name receive condition is placed on the server such as during a Scan to FTP operation, take this section of the name into account.
.JPG	The extension of the specified data type. These characters do not appear on the "File Name" screen, but is automatically attached as part of the file name when transmitted over the network.

To change the e-mail settings

1 Press the [Mode Check] key in the control panel while the Scan mode screen is displayed.

The Mode Check screen appears.

Mode Check
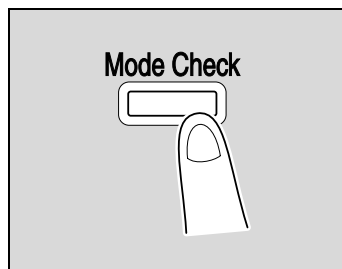
2 Touch [E-Mail Setting].
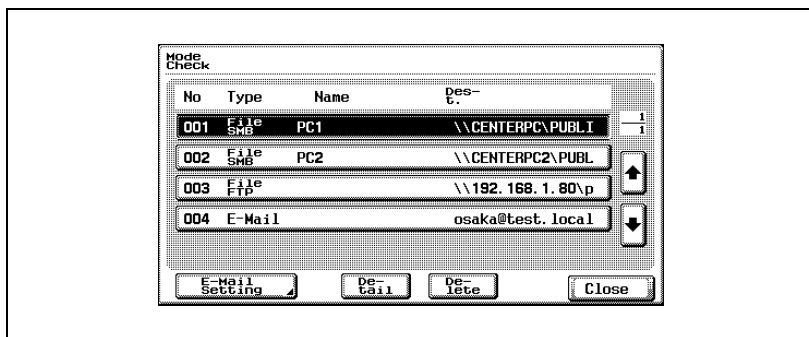
A confirmation message appears.

3 Check the information and change it as necessary.
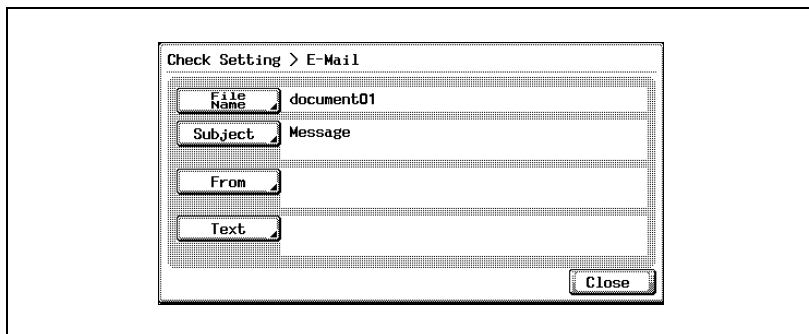
4 Touch [Close], and then touch [Close] in the next screen that appears.

3.8   Checking the scanner transmission log

A job list of scanner transmissions can be displayed from the control panel.

🔍
Detail
For details on the function of each button, refer to the User manual [Copy Operations].

Displaying the current jobs list

1   Touch [Job List] on the control panel.

The Print tab of the Job List screen appears.

2   Touch [Scan].

The Current Jobs list of the Scan tab appears.
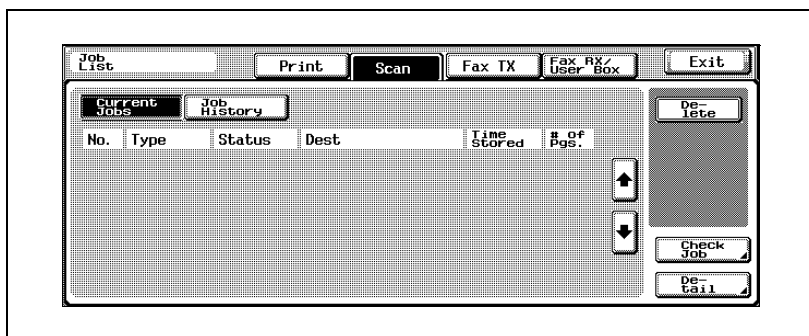
✎ **. . .**
Note
The job list that is displayed first when [Scan] is touched is the Current Jobs list.

There are no buttons for display modes in the Current Jobs list of the Scan tab.

Displaying the job history list

1 Touch [Job List].

The Print tab of the Job List screen appears.

2 Touch [Scan].

The Current Jobs list of the Scan tab appears.

3 Touch [Job History].

The Active Jobs list appears in the Job History list of the Scan tab. The first screen that appears when [Job History] is touched contains the Active Jobs list.
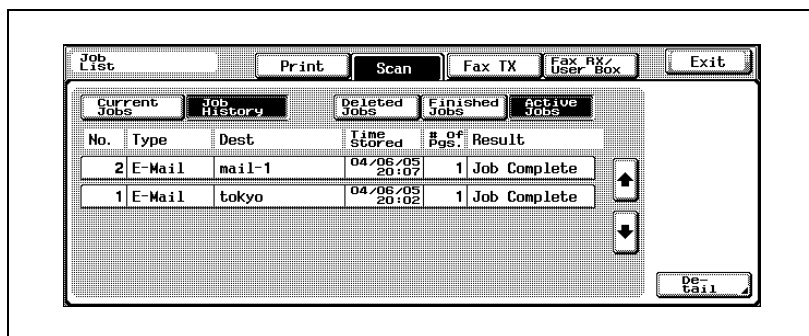
4 Touch the button corresponding to the desired list.

– Deleted Jobs: Displays only the jobs that were deleted before completion.
– Finished Jobs: Displays only the jobs that were completed normally.
– Active Jobs: Displays all jobs.

The Job History list is displayed.

Displayed information

The following information is displayed on the Scan tab of the Job List screen.

Item	Description
No.	Displays the job ID number that is assigned when a job is registered.
Type	Displays the transmission type.
Status (only on the Current Jobs list)	Displays the job status.
Dest	Displays the destination.
Time Stored	Displays the time when the job was registered.
# of Pgs.	Displays the number of pages of the original.
Result (only on the Job History list)	Displays the execution result of the job.

4 Specifying settings from the control panel

4 Specifying settings from the control panel

4.1 Settings on the control panel

The Utility mode is used to specify basic settings for using the machine and specifications for advanced functions.

This chapter explains how to set the scanner functions as well as utility functions related to the network.

Utility types

The utility settings covered in this manual are as follows:

Item	Description	Reference
One-Touch Registration	Sets the scanner destinations. Destinations such as programs, groups, and abbreviated destinations can be registered.	"Registering abbreviated destinations" on page 4-12 "Registering group destinations" on page 4-25 "Registering program destinations" on page 4-27 "Specifying e-mail settings" on page 4-30
User Setting	Specifies initial scanning settings and the format of saved data.	"Setting the main scan mode screen" on page 4-34 "Setting the save format of the data to be scanned" on page 4-40

Item	Description	Reference
Administrator Setting	Outputs the destinations, subjects, and text that are registered in this machine in a list.	"One-touch registration list" on page 4-46
	Creates a filing number box.	"Creating annotation user boxes" on page 4-54
	Specifies basic settings to use the machine on a network.	"TCP/IP settings" on page 4-59 "NetWare settings" on page 4-69 "http server settings" on page 4-75 "FTP settings" on page 4-83 "SMB settings" on page 4-86 "AppleTalk settings" on page 4-91 "Enabling LDAP settings" on page 4-93 "Setting Up LDAP settings" on page 4-95 "Search default setting" on page 4-105 "E-mail TX (SMTP) settings" on page 4-106 "E-mail RX (POP) settings" on page 4-116 "Device settings" on page 4-121 "Time adjustment settings" on page 4-123 "Status notification settings" on page 4-127 "Total counter report setting" on page 4-130 "PING confirmation" on page 4-136 "SLP settings" on page 4-140 "LPD settings" on page 4-141 "Prefix/Suffix settings" on page 4-142 "Job for the disable proof" on page 4-146 "SNMP settings" on page 4-148 "Bonjour setting" on page 4-154 "TCP socket setting" on page 4-156 "OpenAPI settings" on page 4-158

Other related settings

Though the setup procedure is not covered in this manual, there are items that are partially related to the scanning functions and network connection. For details on these items, refer to the corresponding section in the User manual [Copy Operations].

Item	Description	Reference
Administrator Registration	Scanned data cannot be sent by E-mail if the administrator's E-mail address is not specified.	"Administrator Registration" in the User manual [Copy Operations]
User Authentication Setting	Scan operation cannot be performed if scan operation is prohibited in "User Registration".	"User Authentication/Account Track" in the User manual [Copy Operations]

4.2   Displaying setup screens

To display the scan screen

1   Press the [Utility/Counter] key.

– In Utility mode, an item can also be selected by pressing the key in the keypad for the number beside the desired button. For [1 One-Touch Registration], press the [1] key in the keypad.
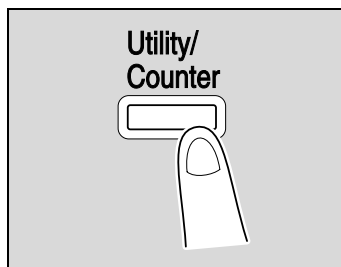
2   Touch [1 One-Touch Registration].

```
Utility

1  One-Touch
   Registration        6  Banner Printing

2  User Setting

3  Administrator
   Setting

4  Check Consumable
   Life

                              Close
```

3   Touch [1 Scan].

```
One-Touch Registration

1      Scan

2      Fax

3    User Box

                              Close
```
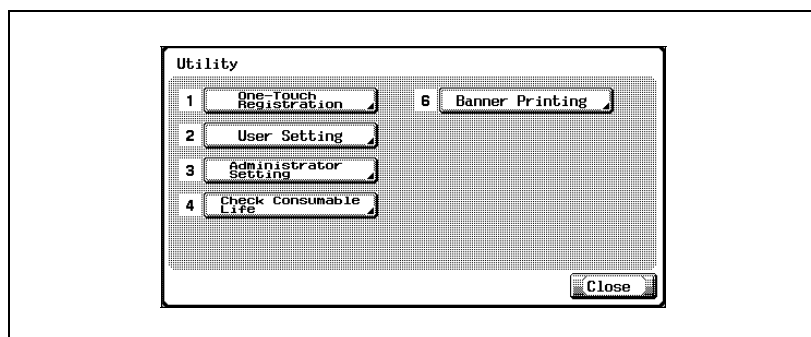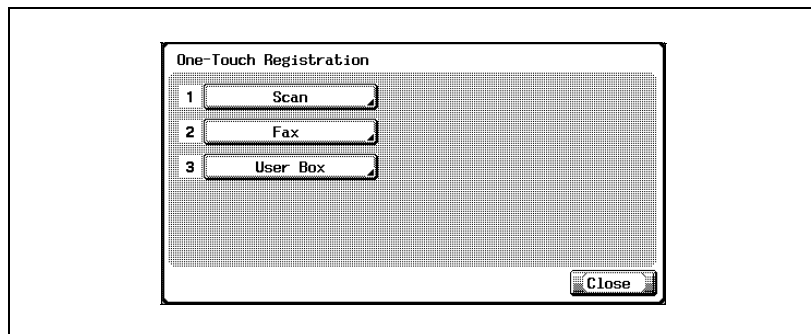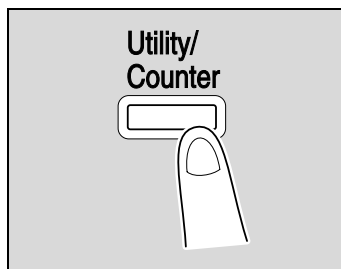
The Scan screen appears.

✎ . . .

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

To display the user setting screen

1 Press the [Utility/Counter] key.

2 Touch [2 User Setting].

– In Utility mode, an item can also be selected by pressing the key in the keypad for the number beside the desired button. For "2 User Setting", press the [2] key in the keypad.
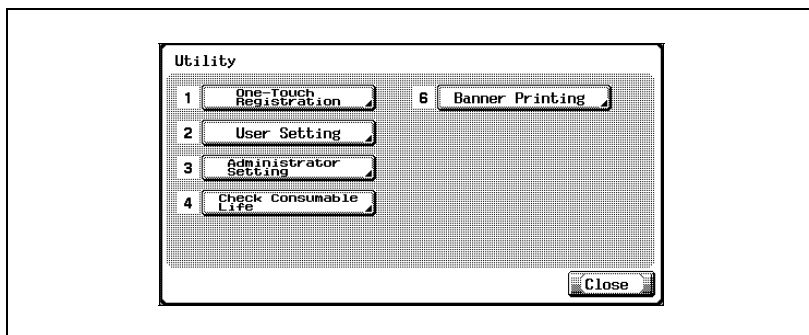
The User Setting screen appears.
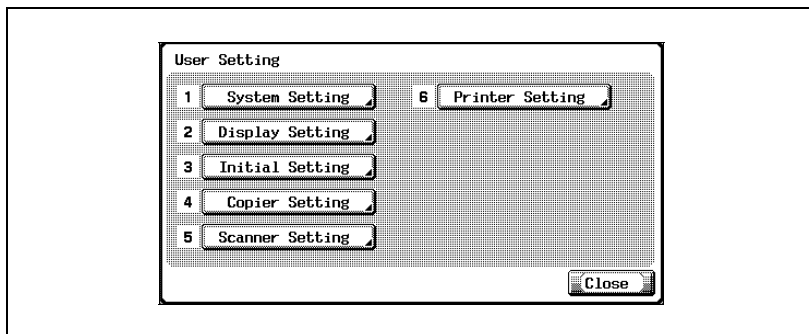
✎ . . .

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.
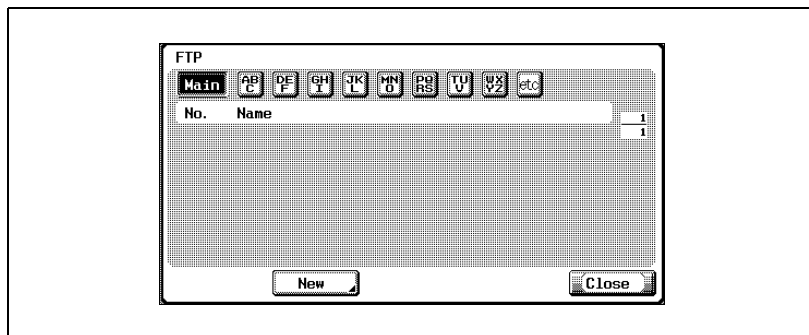
To display the administrator setting screen

1 Press the [Utility/Counter] key.

2 Touch [3 Administrator Setting].
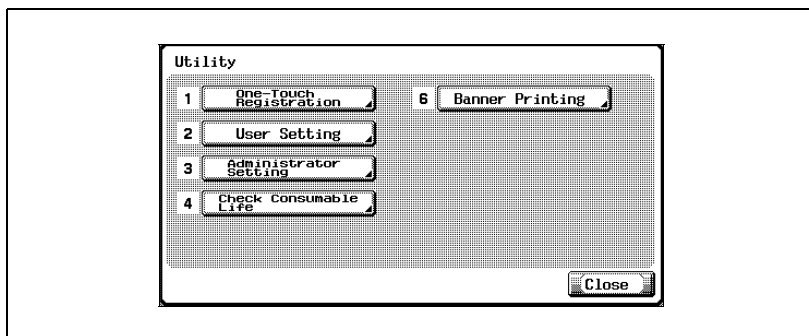
– In Utility mode, an item can also be selected by pressing the key in the keypad for the number beside the desired button. For "3 Administrator Setting", press the [3] key in the keypad.

3 Type in the password, and then touch [OK].
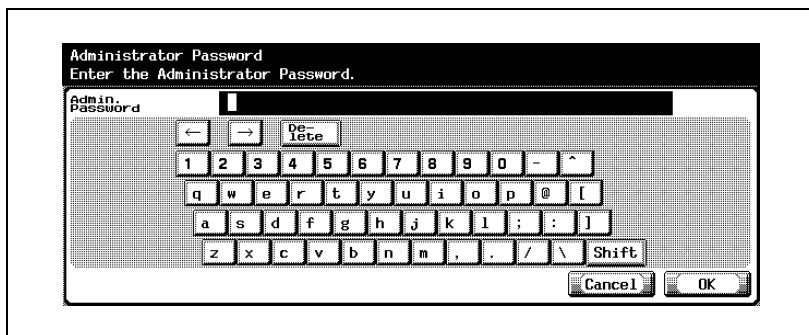
The Administrator Setting screen appears.
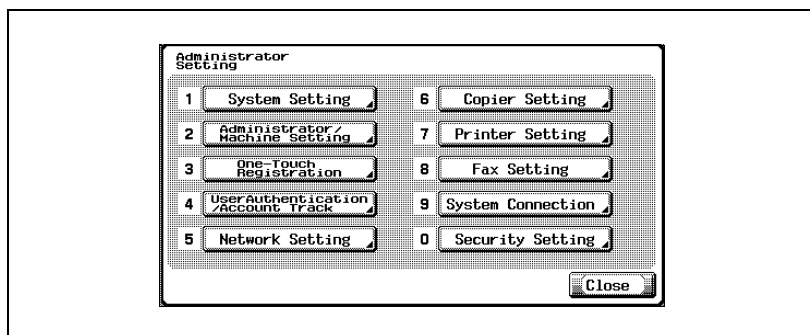
```
Administrator
Setting
 1  System Setting        6  Copier Setting
 2  Administrator/         7  Printer Setting
    Machine Setting
 3  One-Touch             8  Fax Setting
    Registration
 4  UserAuthentication    9  System Connection
    /Account Track
 5  Network Setting       0  Security Setting

                                   Close
```

✎ **. . .**

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

🔍

Detail

For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.3   Registering abbreviated destinations

Abbreviated destinations can be specified. Up to 2000 destinations can be registered.

E-mail destinations

E-mail addresses can be registered.

1   In the Scan screen, touch [1 Address Book]. (Refer to page 4-6 for more details.)

2   Touch [1 E-Mail].
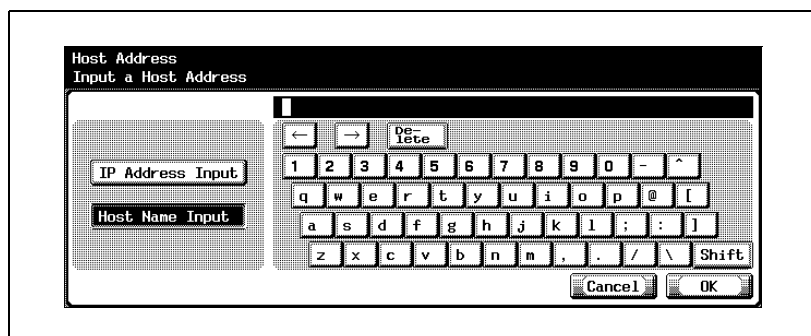
The E-Mail screen appears.

```
┌─────────────────────────────────────────────┐
│   E-Mail                                      │
│   ▐Main▌ ▐AB▌▐DE▌▐GH▌▐JK▌▐MN▌▐PQ▌▐TU▌▐WX▌▐etc▌│
│          ▐C ▌▐F ▌▐I ▌▐L ▌▐O ▌▐RS▌▐V ▌▐YZ▌     │
│   No.  Name                               1   │
│                                           1   │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
│            ┌───────┐              ┌───────┐   │
│            │  New  ▟              │ Close │   │
│            └───────┘              └───────┘   │
└─────────────────────────────────────────────┘
```
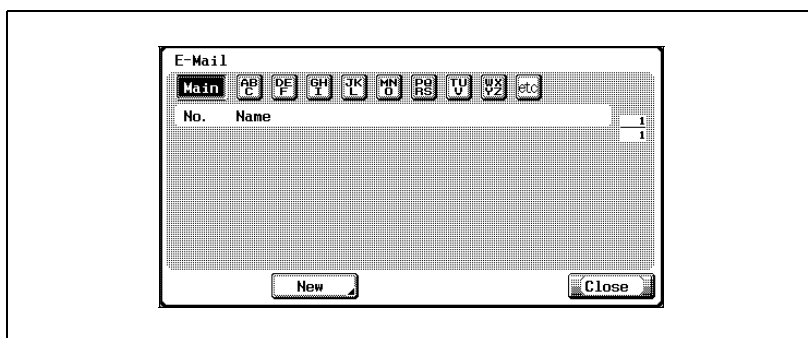
3   Touch [New].

The Register E-Mail Address screen appears.
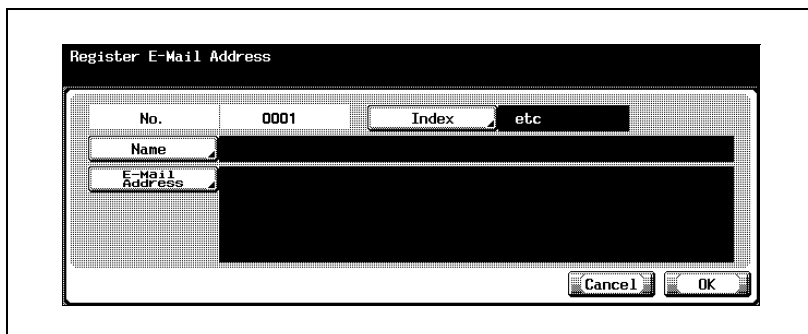
```
┌─────────────────────────────────────────────┐
│ Register E-Mail Address                       │
│                                               │
│    ┌───────┐   ┌──────┐  ┌───────┐            │
│    │  No.  │   │ 0001 │  │ Index ▟  etc       │
│    └───────┘   └──────┘  └───────┘            │
│    ┌───────┐                                  │
│    │ Name  ▟                                  │
│    └───────┘                                  │
│    ┌───────┐                                  │
│    │E-Mail ▟                                  │
│    │Address│                                  │
│    └───────┘                                  │
│                          ┌────────┐ ┌──────┐  │
│                          │ Cancel │ │  OK  │  │
│                          └────────┘ └──────┘  │
└─────────────────────────────────────────────┘
```

4   Touch [Name] and type in the name using the keyboard that appears on the screen.

5 Touch [OK].

6 Touch [E-Mail Address] and type in the e-mail address using the keyboard that appears on the screen.

7 Touch [OK].

8 Touch [Index] and touch the desired button.

– This specifies the characters used to index the destination.
– For destinations that are often used, specify [Main] at the same time, and it will be easier to search.
– If the first character of the name is a letter, the first character is automatically registered as the indexing character.
– The registration cannot be completed unless settings have been specified for "Name" and "E-Mail Address".
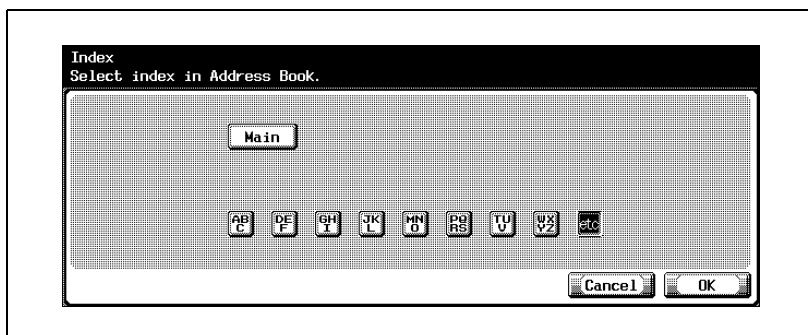
9 Touch [OK], and then touch [OK] in the next screen that appears.

The e-mail destination is registered.

Q

Detail

To check the registered destination, touch the button for the destination, and then touch [Check].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch [Delete].

✎ **...**

Note

If [Registering and Changing Address] is restricted, use [One-Touch Registration] in [Administrator Setting].

✎ **...**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Q

Detail

For the procedure to enter characters, refer to "Entering text" on page 7-6.

FTP destinations

FTP destinations can be registered.

1 In the Scan screen, touch [1 Address Book]. (Refer to page 4-6 for more details.)

2 Touch [2 FTP].

The FTP screen appears.

```
FTP
Main  AB  DE  GH  JK  MN  PQ  TU  WX  etc
      C   F   I   L   O   RS  V   YZ
No.   Name                                    1
                                              1



                New                      Close
```

3 Touch [New].

The Register FTP screen appears.
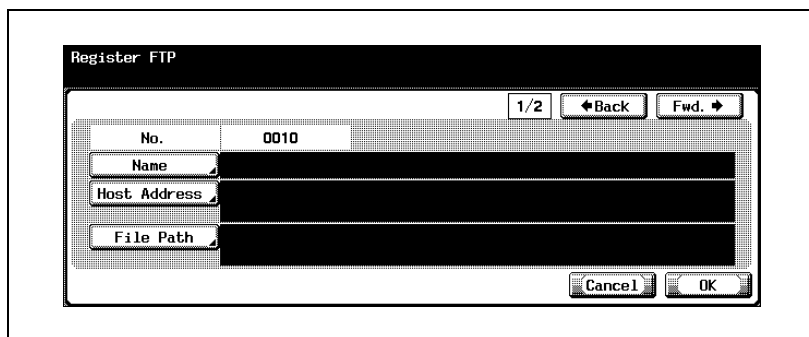
```
Register FTP

                          1/2    ←Back    Fwd. →
      No.        0010
    Name
  Host Address
   File Path
                              Cancel      OK
```

4 Touch [Name] and type in the name using the keyboard that appears on the screen.

5 Touch [OK].

6 Touch [Host Address].

– Enter the host address or IP address.
– To enter the host address, check that [Host Name Input] is selected, and then type in the host address using the keyboard that appears on the screen.
– To enter the IP address, touch [IP Address Input], and then enter the value. To change an entered value, touch [◀] or [▶] to move the cursor to the desired position, and then type in the desired value.
– If [IP Address Input] is touched after entering the host address, the host address is cleared.
– If the IP address is entered first, then [Host Name Input] is touched, the IP address that was entered is displayed in the text box.
– If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP settings" on page 4-59.

7 Touch [OK].

8 Touch [File Path] and type in the file path using the keyboard that appears on the screen.

9 Touch [OK].

10 Touch [◀Back] or [Fwd.▶].

```
Register FTP
Enter Port Number using the keypad.
                                    2/2    ◀Back    Fwd. ▶

    User ID
    Password                                          Port Number
    Index      etc                                        21
              anonymous    PASV Mode    Proxy          1~65535
                                          Cancel        OK
```
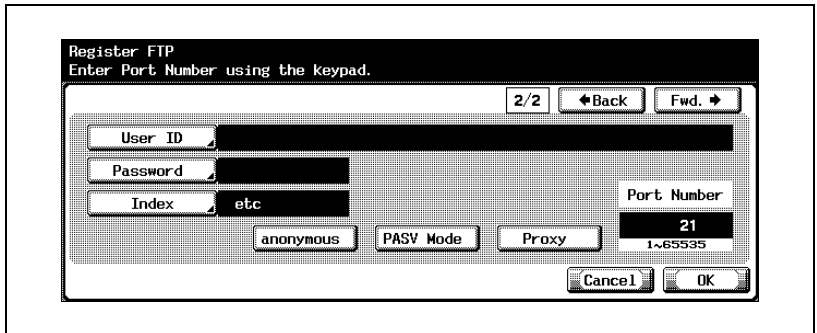
11 Touch [User ID] and type in the user ID using the keyboard that appears on the screen.

– If the user ID is not to be registered, touch [anonymous] on the Register FTP screen.

12 Touch [OK].

13 Touch [Password] and type in the password using the keyboard that appears on the screen.

14 Touch [OK].

If the first character of the name is a letter, the first character is automatically registered as the indexing character.

15 Touch [Index] and touch the desired button.

– This specifies the characters used to index the destination.
– For destinations that are often used, specify [Main] at the same time, and it will be easier to search.

```
Index
Select index in Address Book.

                        Main


        AB  DE  GH  JK  MN  PQ  TU  WX  etc
        C   F   I   L   O   RS  V   YZ

                                    Cancel      OK
```
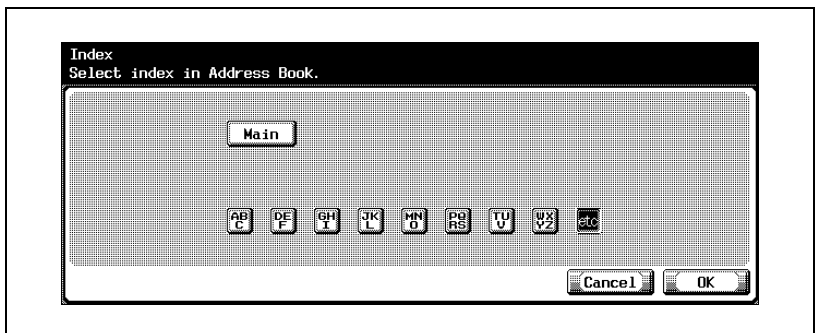
16 Touch [OK].

17 Press the [C] (clear) key to erase the value, and then use the keypad to type in the port number (between 1 and 65535).

– To enable PASV mode, touch [PASV Mode].
– To use a proxy server, touch [Proxy].
– If a value outside of the allowable range is specified, the message "Input Error" appears. Type in a value within the allowable range.

18 Touch [OK].

The FTP destination is registered.

✎ **. . .**
Note
The registration cannot be completed unless settings have been specified for "Name", "Host Address", "File Path", "User ID", and "Password".

🔍 **Detail**
To check the registered destination, touch the button for the destination, and then touch [Check Setting].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch [Delete].

✎ **. . .**
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

🔍 **Detail**
For the procedure to enter characters, refer to "Entering text" on page 7-6.

SMB destinations

SMB destinations can be registered.

1 In the Scan screen, touch [1 Address Book]. (Refer to page 4-6 for more details.)

2 Touch [3 SMB].

The SMB screen appears.
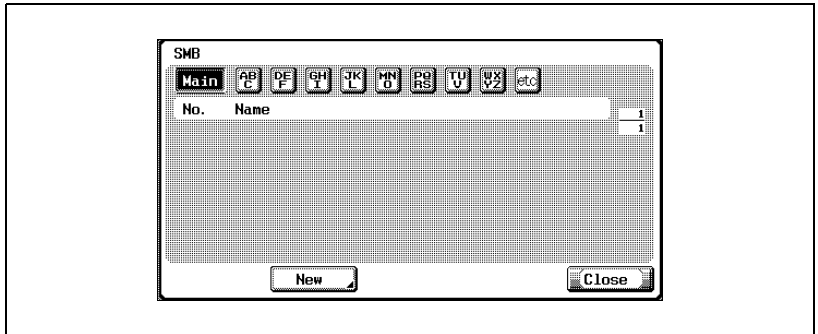
3 Touch [New].

The Register SMB screen appears.
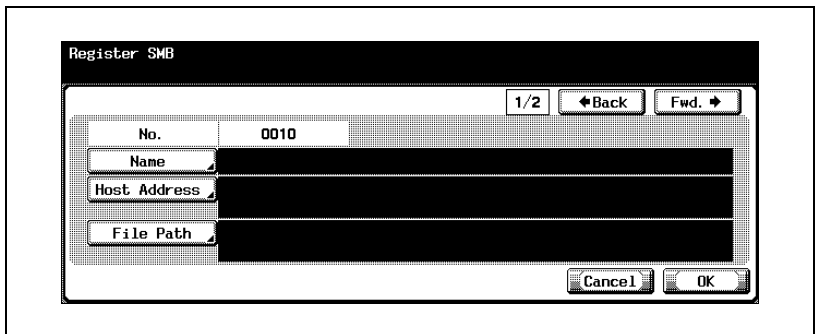
4 Touch [Name] and type in the name using the keyboard that appears on the screen.

5 Touch [OK].

6 Touch [Host Address] and enter the host address or IP address.

– To enter the host address, touch [Host Name Input], and then type in the host address using the keyboard that appears on the screen.
– To enter the IP address, touch [IP Address Input], and then enter the value. To change an entered value, touch [◀] or [▶] to move the cursor to the desired position, and then type in the desired value.
– If [IP Address Input] is touched after entering the host address, the host address is cleared.
– If the IP address is entered first, then [Host Name Input] is touched, the IP address that was entered is displayed in the text box.
– Enter the host name and file path using capital letters.

7 Touch [OK].

8 Touch [File Path] and type in the file path using the keyboard that appears on the screen.

9 Touch [OK].

10 Touch [◀Back] or [Fwd.▶].
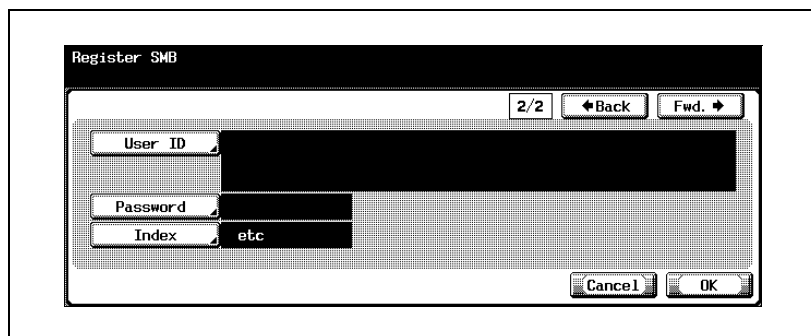
11 Touch [User ID] and type in the user ID using the keyboard that appears on the screen.

12 Touch [OK].

13 Touch [Password] and type in the password using the keyboard that appears on the screen.

14 Touch [OK].

15 Touch [Index] and touch the desired button.

    – This specifies the characters used to index the destination.

    – For destinations that are often used, specify [Main] at the same time, and it will be easier to search.

    – If the first character of the name is a letter, the first character is automatically registered as the indexing character.

    – The registration cannot be completed unless settings have been specified for "Name", "Host Address", and "File Path".
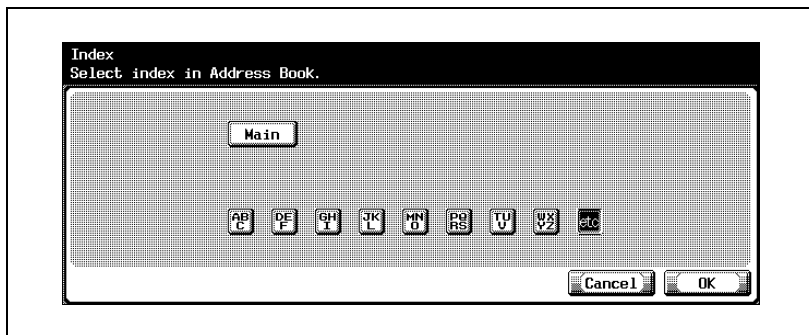
16 Touch [OK], and then touch [OK] in the next screen that appears.

The SMB destination is registered.

Q

Detail

To check the registered destination, touch the button for the destination, and then touch [Check Setting].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch [Delete].

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

🔍

Detail

For the procedure to enter characters, refer to "Entering text" on page 7-6.

Box destinations

Box destinations can be registered.

1 In the Scan screen, touch [1 Address Book]. (Refer to page 4-6 for more details.)

2 Touch [4 User Box].

The User Box screen appears.
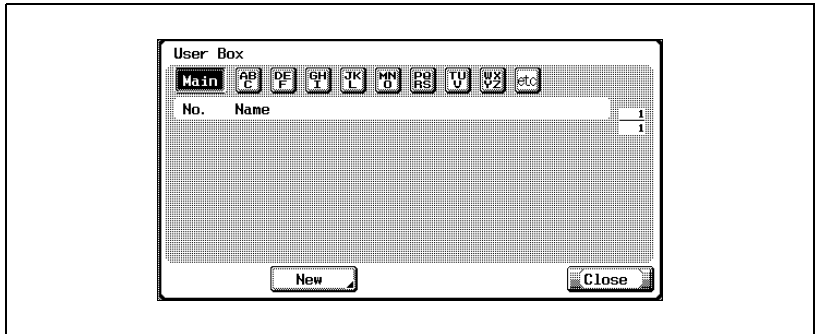
3 Touch [New].

The Register User Box screen appears.
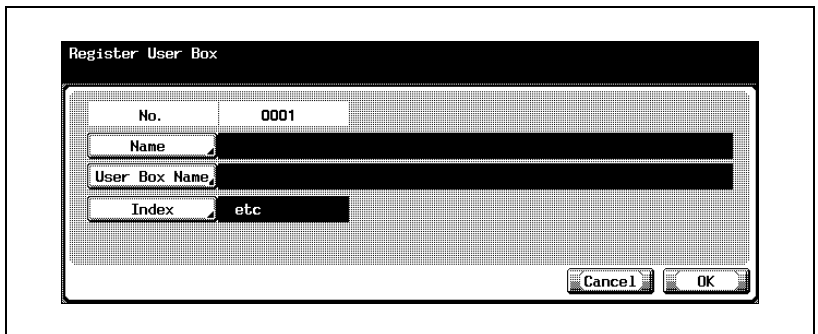
4 Touch [Name] and type in the name using the keyboard that appears on the screen.

5 Touch [OK].

6 Touch [User Box Name] and select the box.

7 Touch [Index] and touch the desired button.

– This specifies the characters used to index the destination.
– For destinations that are often used, specify [Main] at the same time, and it will be easier to search.
– If the first character of the name is a letter, the first character is automatically registered as the indexing character.
– The registration cannot be completed unless settings have been specified for "Name" and "User Box Name".

8 Touch [OK], and then touch [OK] in the next screen that appears.

The box destination is registered.

Detail
To check the registered destination, touch the button for the destination, and then touch [Check Setting].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch [Delete].

. . .
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Detail
To specify a user box name, boxes must be registered in advance. Refer to the User manual [Box Operations] for more details.

Detail
For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.4 Registering group destinations

Group destinations can be registered.

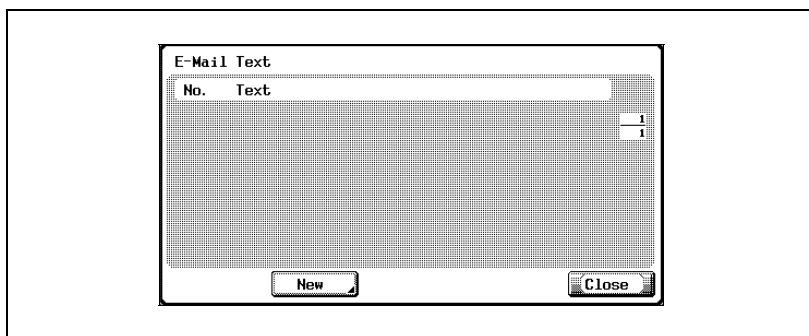**To register a group destination**

1 In the Scan screen, touch [2 Group]. (Refer to page 4-6 for more details.)

The Group screen appears.

```
Group
No.    Name                          No. of
                                     Dest.
                                         1
                                         1




        New                              Close
```
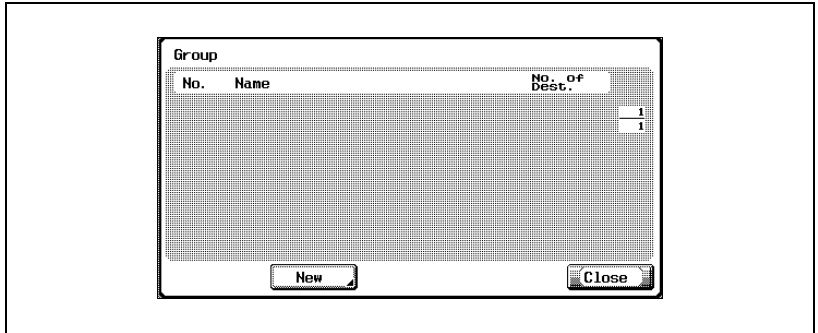
2 Touch [New].

The Register Group screen appears.

```
Register Group                      No. of  000
                                    Dest.

       No.          01
       Name
    Destination


    Check
    Setting              Cancel        OK
```
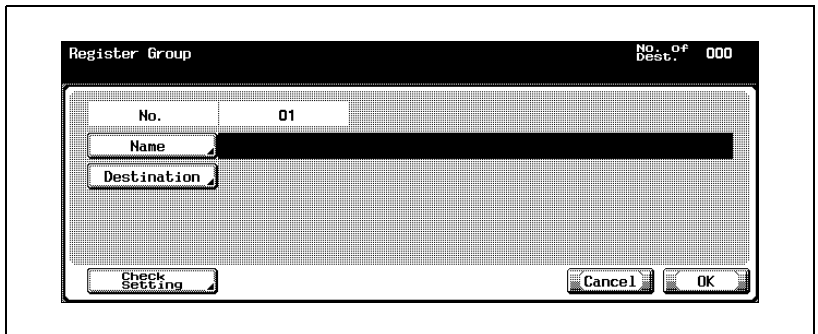
3 Touch [Name] and type in the name using the keyboard that appears on the screen.

4 Touch [OK].

5 Touch [Destination].

– Touch the desired button, and then select the destinations to be registered.
– Up to 100 groups can be registered. Up to 500 destinations can be registered to one group.

6 Touch [Close].

– To check the registered destinations, touch [Check Setting].
– The registration cannot be completed unless settings have been specified for "Name" and "Destination".

7 Touch [OK].

The group destination is registered.

Detail

To check the registered destination, touch the button for the destination, and then touch [Check Setting].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch [Delete].

...

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Detail
For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.5 Registering program destinations

Program destinations can be registered.

To register a program destination

1 In the Scan screen, touch [3 Program]. (Refer to page 4-6 for more details.)

2 Touch the button for the desired program number.

```
Program                Page No.  1/27
                        PAGE1    ⬇  ⬆      Page
                                            List
No.  Name                       Scan     Comm.
                                Setting  Setting     1
001                                                  3
002
003                                                 ⬆
004
005                                                 ⬇
 Check                     Edit    De-      Close
 Setting                           lete
```
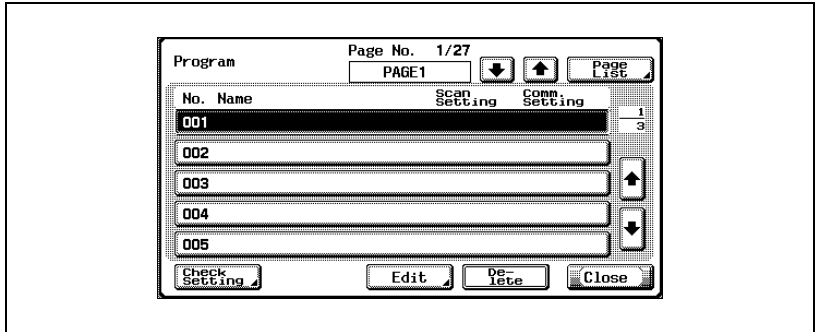
3 Touch [Edit].

The Program Setting screen appears.
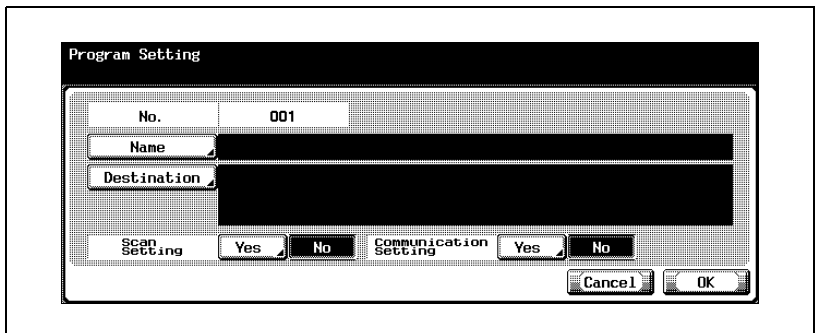
```
Program Setting

    No.           001
   Name
 Destination

  Scan      Yes   No    Communication  Yes   No
  Setting                Setting
                                  Cancel       OK
```

4 Touch [Name] and type in the name using the keyboard that appears on the screen.

5 Touch [OK].

6 Touch [Destination].

– To select from registered destinations:
Check that [Select from Address Book] is selected, touch the button for the desired destination type, and then select the destinations to be registered.
– To enter the destinations directly:
Touch [Direct Input], touch the button for the desired destination type, and then enter the destination to be registered.

7 Touch [Close].

– To register scan settings, touch [Yes] beside "Scan Setting". For details on the scan settings, refer to "Specifying the scan settings" on page 3-48.
– To register communication settings, touch [Yes] beside "Communication Setting". Specify the file name for saving the file and e-mail notification settings.

8 Touch [OK].

The program destination is registered.

✎ **. . .**

Note
The registration cannot be completed unless settings have been specified for "Name" and for "Destination", "Scan Setting", or "Communication Setting".

🔍

Detail
To check the registered destination, touch the button for the destination, and then touch [Check Setting].

To change the registered destination settings, touch the button for the desired destination, and then touch [Edit].

To delete the registered destination, touch the button for the desired destination, and then touch[Delete].

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

🔍

Detail

For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.6 Specifying e-mail settings

Up to 10 e-mail subjects and text can be registered.

Subject

E-Mail subjects can be registered.

1 In the Scan screen, touch [4 Subject/Text (for E-mail)]. (Refer to page 4-6 for more details.)

2 Touch [1 Subject].

The E-Mail Title screen appears.
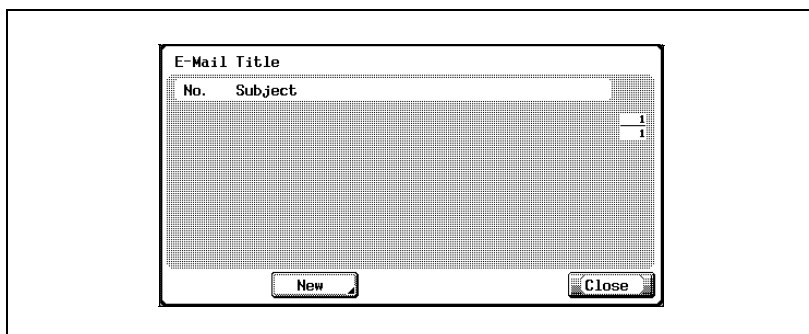
3 Touch [New].

The E-Mail Subject Registration screen appears.
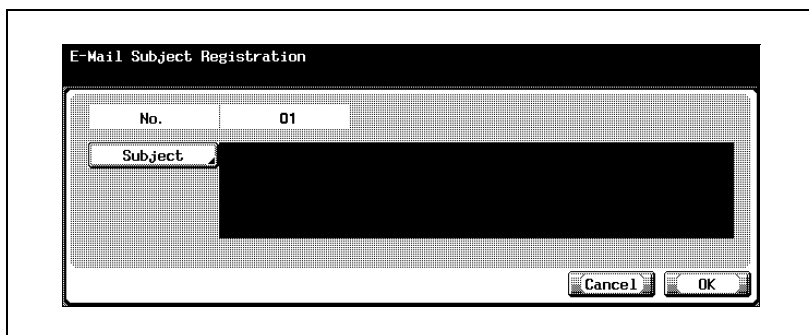
4 Touch [Subject] and type in the subject using the keyboard that appears on the screen.

5 Touch [OK].

The E-Mail subject is registered.

✎
. . .
Note
*The registration cannot be completed unless a setting is specified for
"Subject".*

🔍
Detail
*To check the registered setting, touch the button for the desired subject,
and then touch [Details].*

*To delete the registered setting, touch the button for the desired subject,
and then touch [Delete].*

✎
. . .
Note
To cancel changes to the setting, touch [Cancel].

*To quit specifying the Utility mode setting, touch [Exit] in the sub display
area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode
by touching [Close] in each screen until the screen for the Copy, Fax,
Scan or Box mode appears.*

🔍
Detail
*For the procedure to enter characters, refer to "Entering text" on
page 7-6.*

Text

E-mail text can be registered. The settings that were registered when the data was sent can be selected.

1 In the Scan screen, touch [4 Subject/Text (for E-mail)]. (Refer to page 4-6 for more details.)

2 Touch [2 Text].

The E-Mail Text screen appears.

```
E-Mail Text
No.   Text
                                              1
                                              1




        New                        Close
```

3 Touch [New].

The E-Mail Text Registration screen appears.

```
E-Mail Text Registration

     No.           01
    Text




                          Cancel        OK
```
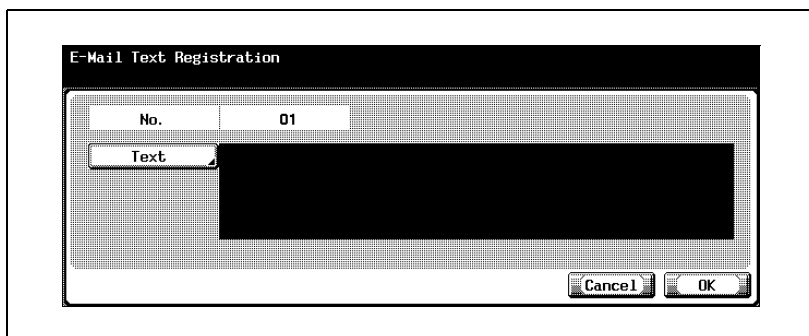
4 Touch [Text] and type in the text using the keyboard that appears on the screen.

5 Touch [OK].

The e-mail text is registered.

✎ **. . .**

Note

The registration cannot be completed unless a setting is specified for "Text".

✎ **Detail**

To check the registered setting, touch the button for the desired text, and then touch [Details].

To delete the registered setting, touch the button for the desired text, and then touch [Delete].

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

✎ **Detail**

For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.7　Setting the main scan mode screen

Default tab

The default screen that appears in Scan mode can be specified. (Default setting: Program)

1　In the User Setting screen, touch [2 Display Setting]. (Refer to page 4-8 for more details.)

2　Touch [2 Scan Basic Screen Default Setting].

3　Touch [Default Tab].
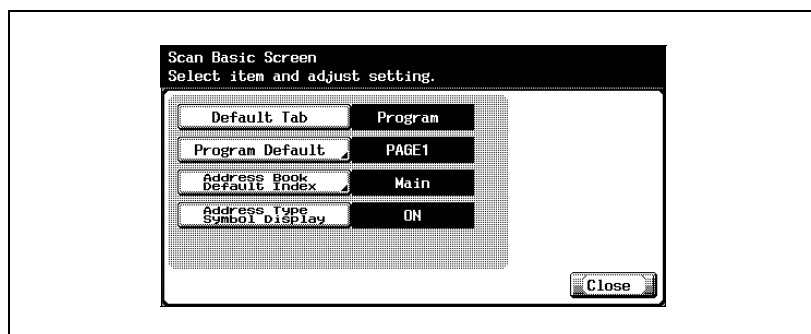
4　Touch the button for the desired setting.
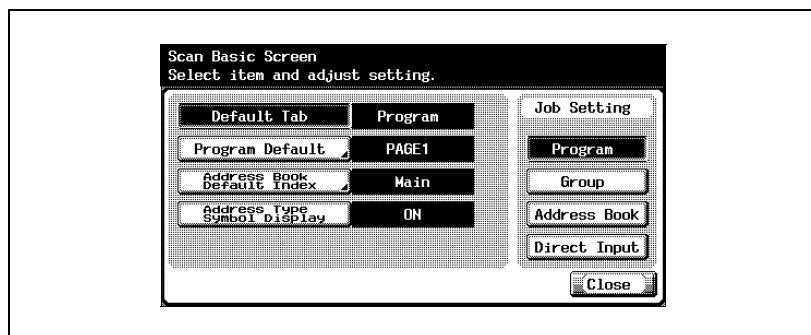
Program default

The default screen that appears in the Program tab in Scan mode can be specified. (Default setting: PAGE1)

1 In the User Setting screen, touch [2 Display Setting].

– To display the User Setting screen, refer to page 4-8.

2 Touch [2 Scan Basic Screen Default Setting].

3 Touch [Program Default].

```
Scan Basic Screen
Select item and adjust setting.

    Default Tab          Program
    Program Default       PAGE1
    Address Book           Main
    Default Index
    Address Type           ON
    Symbol Display

                              Close
```
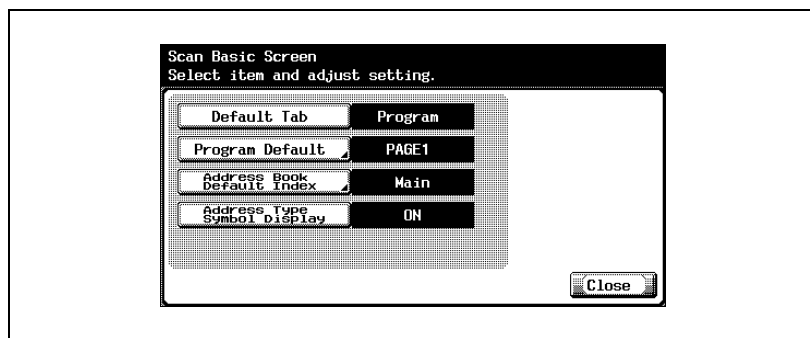
4 Touch the button for the desired setting.

– Touch [↑] or [↓], and then touch the button for the desired screen.

```
Program Default
Select default page.

  Temporary
  One-Touch    PAGE1     PAGE2     PAGE3      1
                                              2
  PAGE4       PAGE5     PAGE6     PAGE7        ↑
  PAGE8       PAGE9     PAGE10    PAGE11
  PAGE12      PAGE13    PAGE14    PAGE15       ↓

                              Cancel    OK
```

5 Touch [OK].

✎ **. . .**
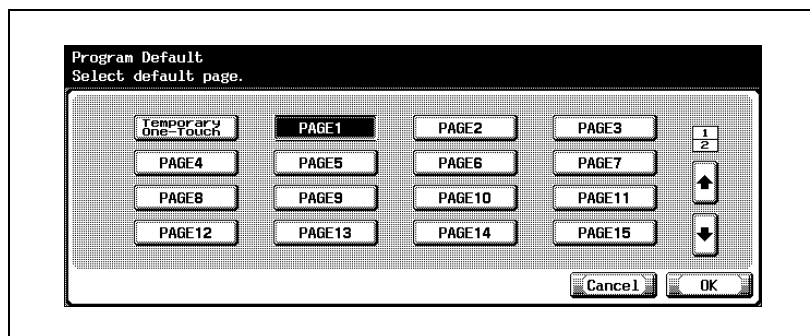
Note
To cancel changes to the setting, touch [Cancel].

Address book default index

You can select the index type that is displayed in the address book. (Default setting: Main)

1 In the User Setting screen, touch [2 Display Setting].

2 Touch [2 Scan Basic Screen Default Setting].

3 Touch [Address Book Default Index].
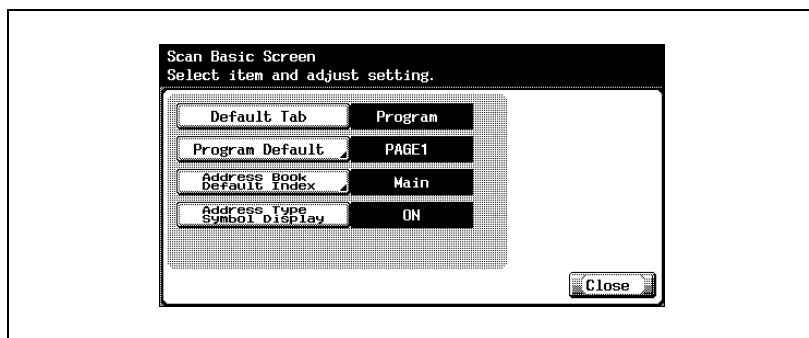
4 Touch the button for the desired setting.
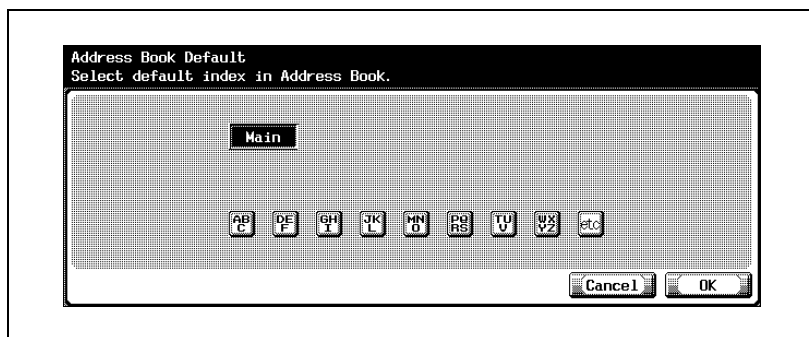
5 Touch [OK].

✎ **. . .**
Note
To display the User Setting screen, refer to "To display the user setting screen" on page 4-8.

✎ **. . .**
Note
To cancel changes to the setting, touch [Cancel].

Address type symbol display

You can specify whether to display the symbol of the address type. (Default setting: ON)

1 In the User Setting screen, touch [2 Display Setting].

2 Touch [2 Scan Basic Screen Default Setting].

3 Touch [Address Type Symbol Display].
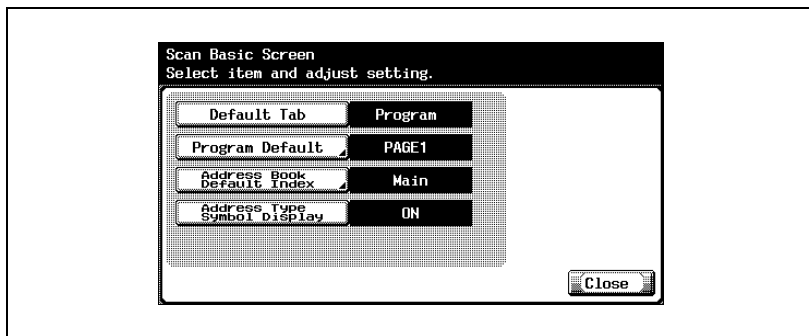
4 Touch the button for the desired setting.
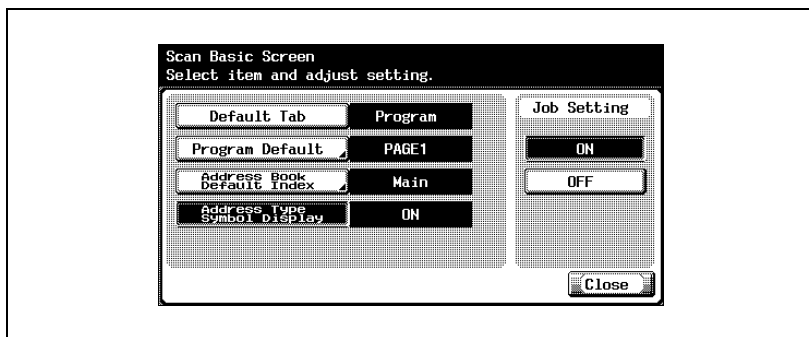
✎ . . .

Note

To display the User Setting screen, refer to "To display the user setting screen" on page 4-8.

4.8 Setting the save format of the data to be scanned

JPEG compression level

The JPEG compression level can be specified. (Default setting: Standard)
- [High Quality]: The data size is large, but the image is of high quality.
- [Standard]: The size and quality are between "High Quality" and "High Compression".
- [High Compression]: The data size is small, but the image is of low quality.

To specify the compression level

1 In the User Setting screen, touch [5 Scanner Setting].

– To display the User Setting screen, refer to page 4-8.

2 Touch [JPEG Compression Level].
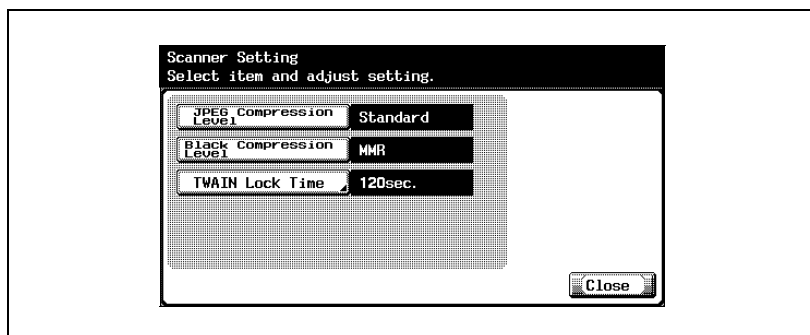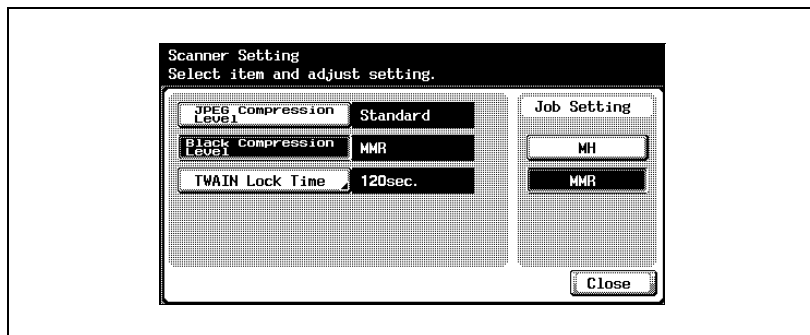
3 Touch the button for the desired setting.

✎...

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Black compression level

The black compression level can be specified. (Default setting: MMR)
- [MH]: The data size is large.
- [MMR]: The data size is small.

To specify the compression level

1 In the User Setting screen, touch [5 Scanner Setting].

– To display the User Setting screen, refer to page 4-8.

2 Touch [Black Compression Level].
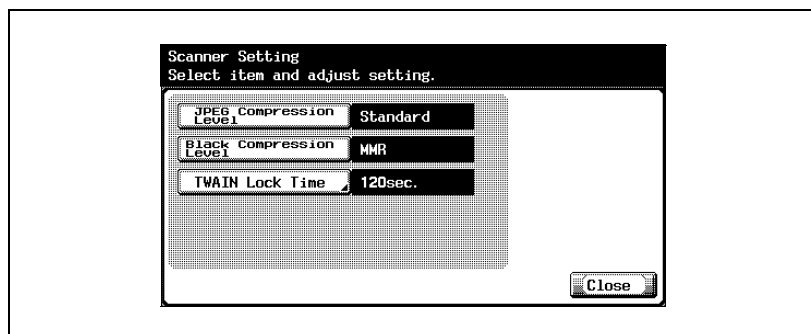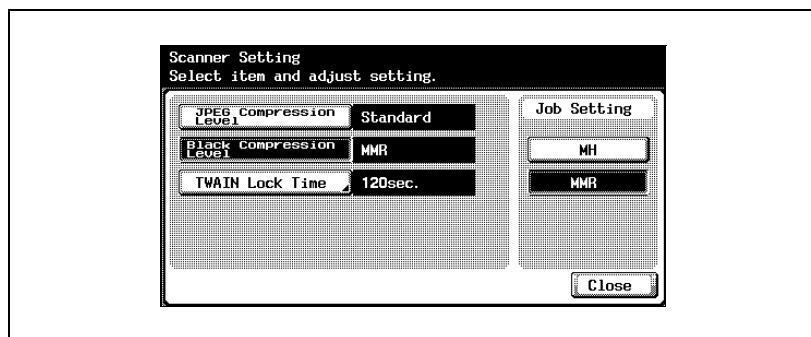
3 Touch the button for the desired setting.

✎ . . .

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

When opening the saved data on a computer, MMR-compressed data may not open depending on the application.

TWAIN lock time

The machine's operation lock time of the control panel during scanning (excluding PUSH scan) can be specified (initial value: 120 seconds).

1 In the User Setting screen, touch [5 Scanner Setting].

– To display the User Setting screen, refer to page 4-8.

2 Touch [TWAIN Lock Time].
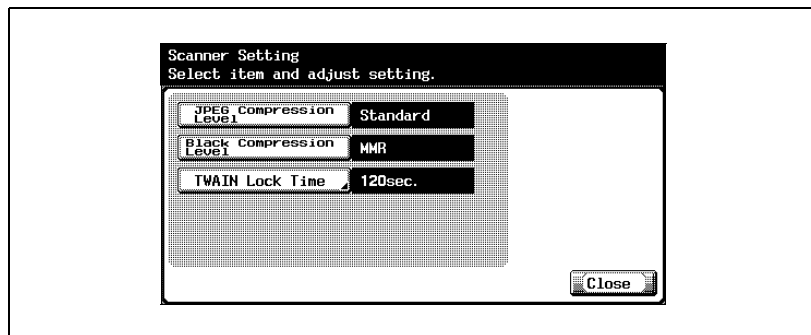
3 Press the [C] (clear) key to erase the value, and then use the keypad to type in a time period (between 30 and 300 seconds).

– If a value outside of the allowable range is specified, the message "Input Error" appears. Type in a value within the allowable range.
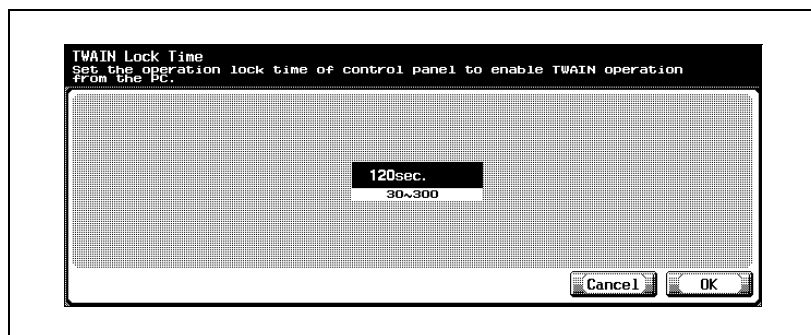
4 Touch [OK].

The TWAIN lock time is set.

✎ **. . .**

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

The lock that is activated from the computer when the KONICA MINOLTA TWAIN is used is also automatically released at the specified time.

4.9　One-touch registration list

You can output the destinations, subjects, and text that are registered in this machine in a list.

The type of lists that can be output are described below.

Item	Description
Address Book List	Selects the address book type and outputs the contents of up to 100 destinations.
Group List	Outputs up to 20 group destinations.
Program List	Selects the program destination type and outputs the contents of up to 50 destinations.
E-Mail Subject/Text List	Outputs the e-mail subjects and text that are registered on this machine.

Address book list

1 In the Administrator Setting screen, touch [3 One-Touch Registration].

2 In the One-Touch Registration screen, touch [4 One-Touch Registration List].

```
One-Touch Registration

  1  [      Scan       ]
  2  [      Fax        ]
  3  [    User Box     ]
  4  [ One-Touch
       Registration List ]

                    [ Close ]
```

3 Touch [1 Address Book List].

```
One-Touch Registration List
  1  Address Book List
  2     Group List
  3    Program List
  4  E-Mail Subject/
     Text List

                              Close
```

4 Select the registration number and destination type, and then touch [Print].

```
Address Book List
Select destination type and enter registration no. using keypad (max. 100).

  Registration
  No.              1 ~ 100    ◄   ►

  Destination
  Type          E-Mail        FTP         SMB

                User Box      Fax

    Print                                Close
```
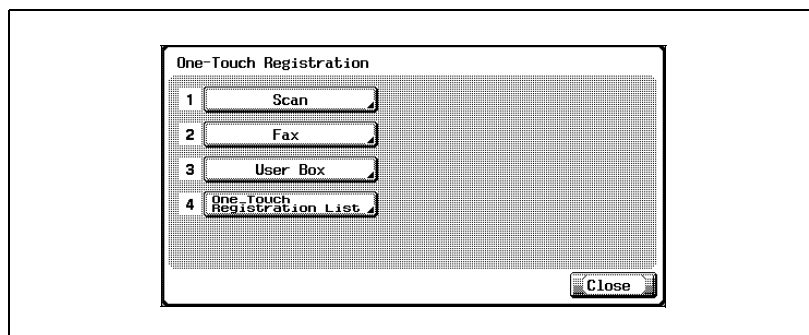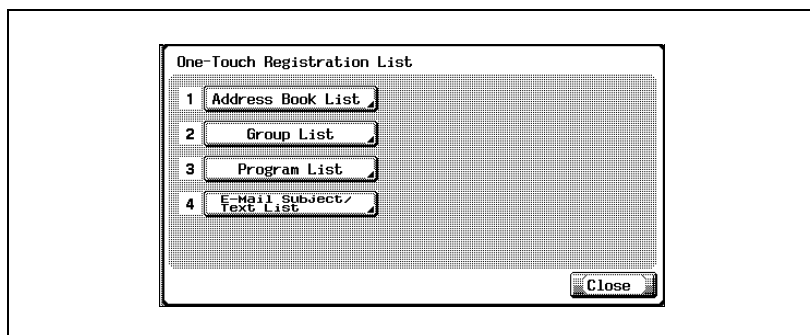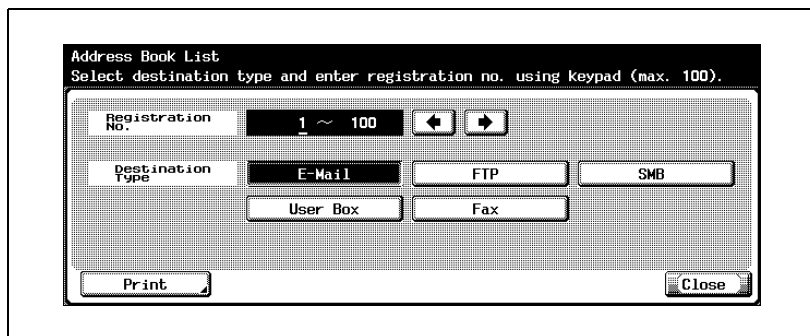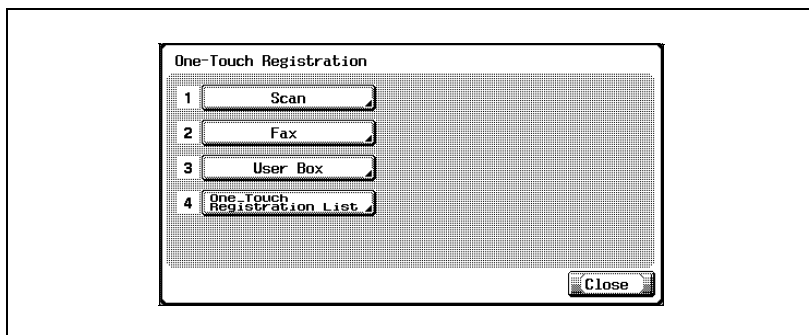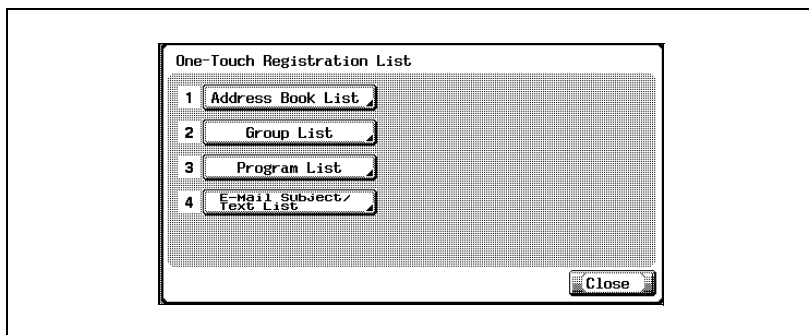
✎ **. . .**
Note
To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

Group list

1 In the Administrator Setting screen, touch [3 One-Touch Registration].

2 In the One-Touch Registration screen, touch [4 One-Touch Registration List].

3 Touch [2 Group List].

4 Select the registration number, and then touch [Print].
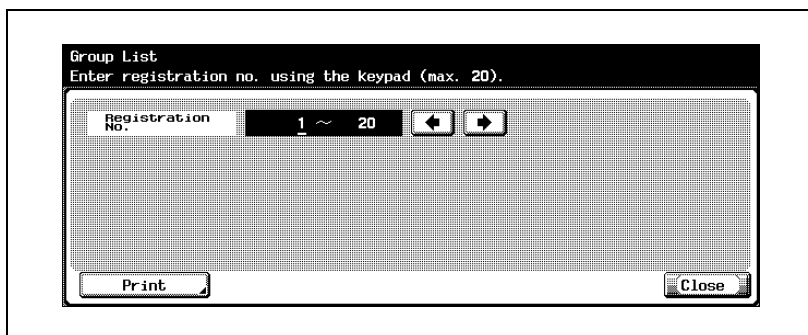
```
Group List
Enter registration no. using the keypad (max. 20).

   Registration
   No.               1 ~   20    [←] [→]



   [ Print        ]                              [ Close ]
```

✎...
Note
To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

Program list

1 In the Administrator Setting screen, touch [3 One-Touch Registration].

2 In the One-Touch Registration screen, touch [4 One-Touch Registration List].

3 Touch [3 Program List].

4 Select the registration number and destination type, and then touch [Print].

```
Program List
Select destination type and enter registration no. using keypad (max. 50).

  Registration
  No.              1 ～  50      ◄    ►

  Destination
  Type          Abbr. Dial    Group No.    Direct Input


    Print                                      Close
```

✎ **. . .**

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

E-mail subject/text list

1   In the Administrator Setting screen, touch [3 One-Touch Registration].

2   In the One-Touch Registration screen, touch [4 One-Touch Registration List].

3   Touch [4 E-Mail Subject/Text List].

4 Select the paper size, and simplex or duplex printing, and then press [Start] key.
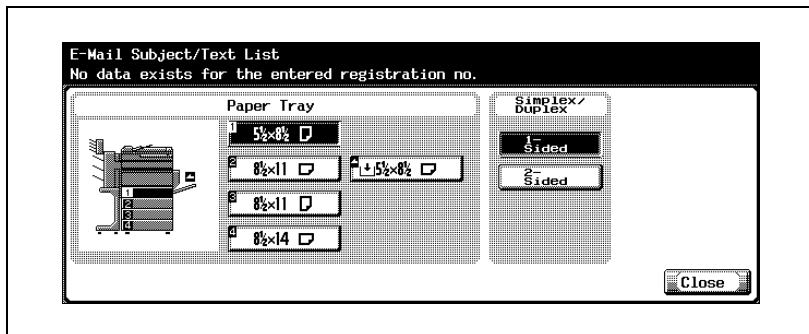
✎ ...

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

4.10 Creating annotation user boxes

✎

...

Note

Register the annotation user boxes from the Administrator Setting screen.

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

Settings can be specified for the following in Annotation User Box (1/3) screen.

Item	Description
User Box No.	Touch [User Box No.], and then use the keypad to type in the box number.
Name	Touch [Name], and then use the keyboard that appeared to type in the box name.
Password	Touch [Password], and then use the keyboard that appeared to type in the password.

Settings can be specified for the following in Annotation User Box (2/3) screen.

Item		Description
Count Up		Select whether the count for the number is formatted by jobs or by pages.
Stamp Elements	Secondary Field	Text can be added to the number that is printed. A maximum of 20 characters can be entered.
	Date/Time	Select the format for the date and time that is printed.
	Density	Select the density for the numbers that are printed.
	Number Type	Select the output format (number of digits) for the numbers that are printed.
	Print Position	Select the printing position.
	Primary Field	Text can be added. A maximum of 40 characters can be entered.

Settings can be specified for the following in Annotation User Box (3/3) screen.

Item	Description
Auto Delete Document	Select the time until the document is deleted after it is saved in the box.

✎ **. . .**

Reminder

If "Password Rules" is set to "ON", a password containing less than 8 characters cannot be registered.

If a box password containing less than 8 characters has already been registered, change the password so that it contains 8 characters before setting "Password Rules" to "ON". For details on the password rules, refer to the User manual [Copy Operations].

✎ **. . .**

Reminder

The "Primary Field" text can be specified by the administrator when the annotation user box is created. This text cannot be change during routing.

To create annotation user boxes

1 In the Administrator Setting screen, touch [3 One-Touch Registration].

2 Touch [3 User Box].

The User Box screen appears.

```
One-Touch Registration
1 ┌──── Scan ────┐
2 ┌──── Fax ────┐
3 ┌── User Box ──┐
4 ┌ One-Touch      ┐
  │ Registration List │

                          ┌ Close ┐
```
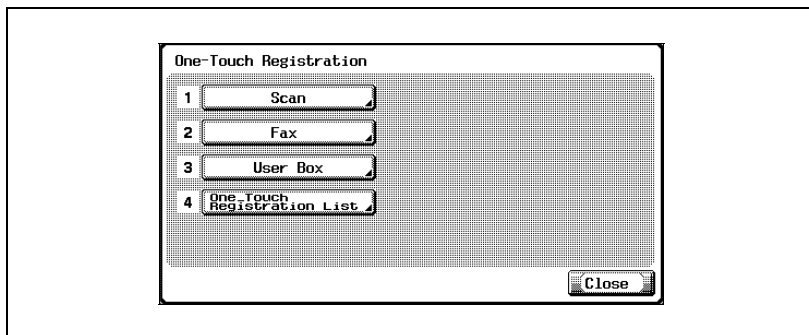
3 Touch [4 Annotation User Box].

```
User Box
1 ┌ Public/Personal ┐
  │ User Box        │
2 ┌ Bulletin Board  ┐
  │ User Box        │

4 ┌ Annotation      ┐
  │ User Box        │

                          ┌ Close ┐
```
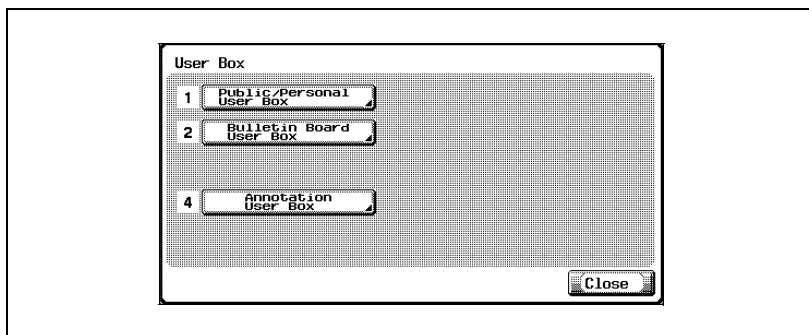
4 Touch [New].

The registration screen appears.

Annotation User Box

User Box No.	Name	Type	Time Stored	
2	FILE1	Public	12/12/05 23:17	1 / 1

New   Close
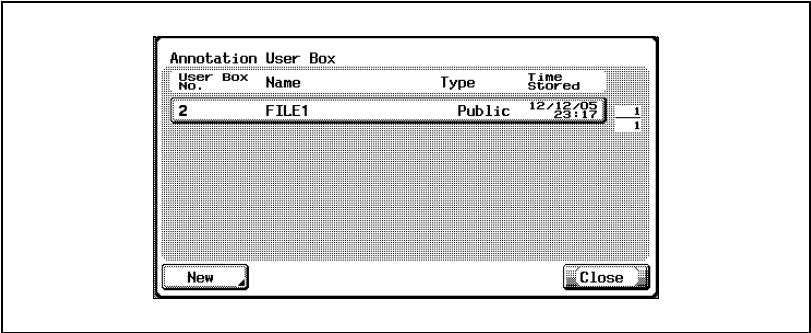
5 Specify the various settings for the box.

Annotation User Box

1/3   ◆Back   Fwd. ◆

User Box No.	3	1~999999999		Time Stored	12/12/05 23:43

Name

Pass-word

Cancel   OK
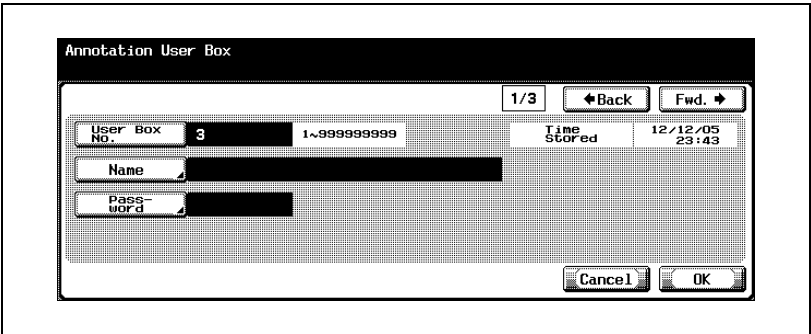
6 Touch [Fwd.].

Registration screen 2/3 appears.

7 Specify the desired settings.

```
Annotation User Box

                                    2/3    ◆Back    Fwd. ◆
    Count Up                  Stamp Elements
     By Job        Secondary      Date/Time       Density
                   Field
     By Page       Number Type  Print Position    Primary
                                                  Field

                                          Cancel      OK
```
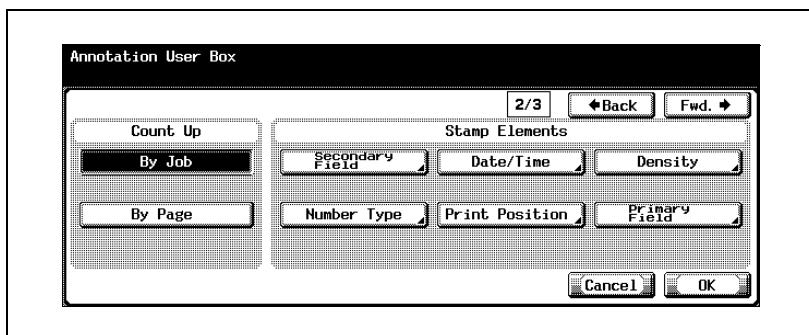
8 Touch [Fwd.].

Registration screen 3/3 appears.

9 Specify the desired settings.

```
Annotation User Box

                                    3/3    ◆Back    Fwd. ◆
                  Auto Delete Document
         1 day    2 days    3 days   12 Hours

         7 days   30 days            Save

                                          Cancel      OK
```
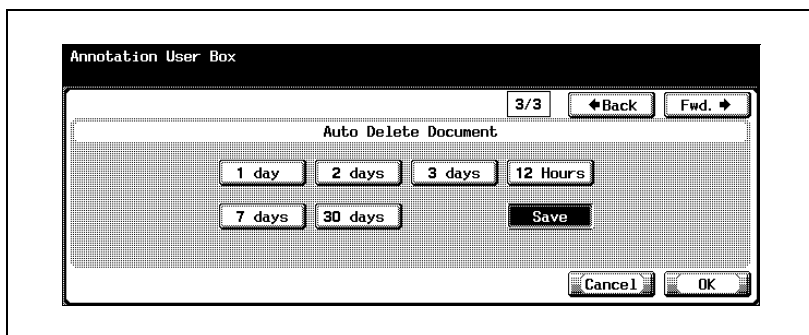
10 Touch [OK].

11 Touch [Close].

The box is registered.

4.11 TCP/IP settings

The settings for using the machine on a TCP/IP network can be specified.

To activate all network setting changes, turn the main power off and then back on.

✎ . . .

Reminder
When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally.

Before specifying the settings

When specifying TCP/IP settings, note the following points.
- If "DHCP Setting" is set to "ON", "IP Address", "Subnet Mask", and "Default Gateway" are not available.
- When a DHCP server is used, the IP address, subnet mask, and default gateway are assigned from the DHCP server. Therefore, there is no need to specify these settings manually. However, note the following points.
- Check with your network administrator that the DHCP server is available. If a DHCP server is not available, be sure to specify settings for "IP Address", "Subnet Mask", and "Default Gateway".
- If the IP address and other settings are assigned by the DHCP server, they may automatically be changed. If this happens, there is a possibility that the machine on the network can no longer be specified using the IP address. If "DHCP Setting" is set to "ON", it is recommended that the IP address assigned to the machine be fixed by configuring the DHCP server.

Items to be specified

The following items are specified.

TCP/IP Setting screen 1/5

Item	Description
TCP/IP Setting	Specify whether to turn on the TCP/IP settings.

TCP/IP Setting screen 2/5

Item	Description
IP Definition Method	Select whether to directly input a fixed IP address or to automatically acquire an IP address.
IP Address	Set the machine's IP address. Use the keypad to type in the address.
Subnet Mask	Set the subnet mask of the network to which the machine is to be connected. Use the keypad to type in the address.
Default Gateway	Set the default gateway of the network to which the machine is to be connected.

TCP/IP Setting screen 3/5

Item	Description
DNS Server Auto Obtain	Select whether to automatically acquire the DNS server.
Priority DNS Server	Set the primary DNS server address. Use the keypad to type in the address.
Substitute 1 DNS Server	Set the substitute DNS server address. Use the keypad to type in the address.
Substitute 2 DNS Server	Set the substitute DNS server address. Use the keypad to type in the address.

TCP/IP Setting screen 4/5

| Item	Description
DNS Domain Auto Obtain	Select whether to automatically acquire the DNS domain name.
DNS Default Domain Name	Enter the DNS default domain name. Use the keyboard that appears in the touch panel to type in the name (up to 253 characters).
DNS Search Domain Name1-3	Enter the DNS search domain name. Use the keyboard that appears in the touch panel to type in the name (up to 253 characters).

TCP/IP Setting screen 5/5

Item	Description
DynamicDNS Setting	If the DNS server being used supports the dynamic DNS function, specify whether to enable a dynamic DNS.
Host Name	Use the keyboard on the control panel to type in the host name of this machine.
IP Filtering	Sets IP address filtering. For details on specifying the setting, refer to "IP filtering" on page 4-66.
RAW Port No.	Specify the RAW port numbers for printing with a printer. For details on specifying the setting, refer to "RAW port no." on page 4-68.

✎ . . .
Note
Be sure to enter the host name and domain name so that the total number of characters entered is within 254 characters.

To specify TCP/IP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [1 TCP/IP Setting].

TCP/IP Setting screen 1/5 appears.
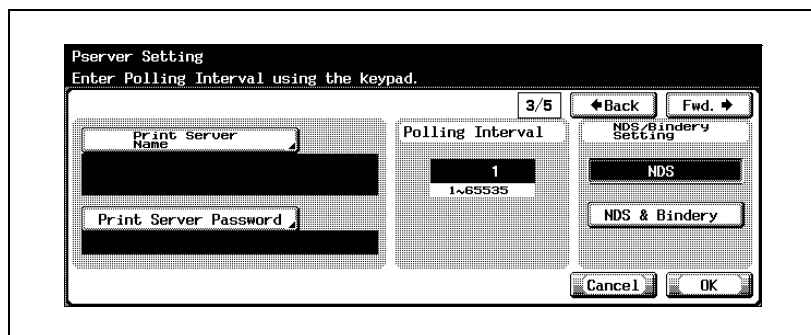
3 Specify the desired settings.
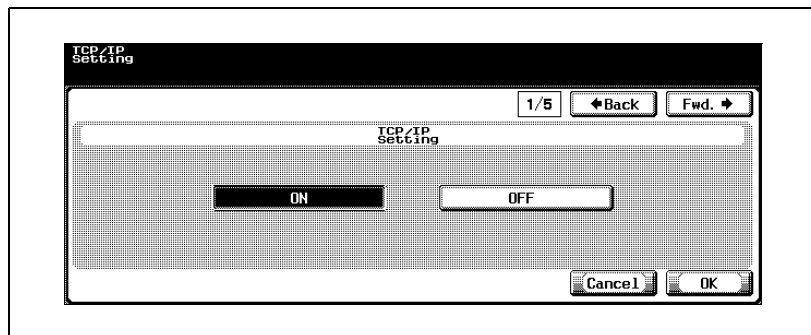
4 Touch [Fwd. ▶].

TCP/IP Setting screen 2/5 appears.
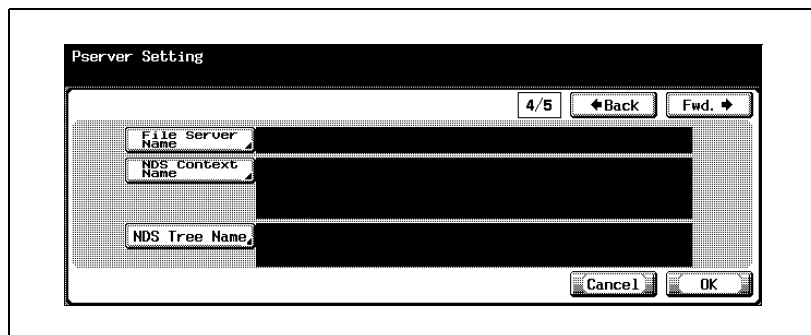
5 Specify the desired settings.
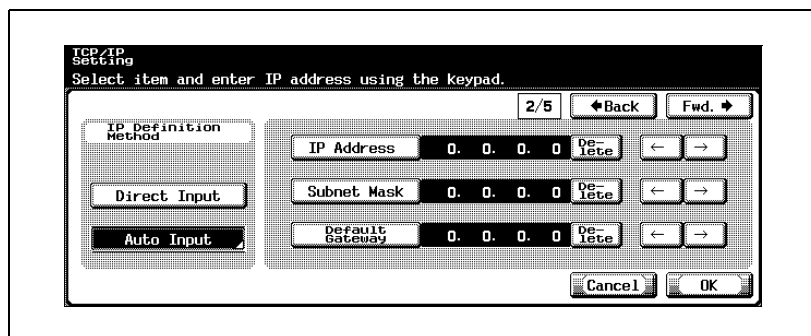
– If [Auto Input] was selected under "IP Definition Method", specify the automatic acquisition procedure, and then touch [OK].
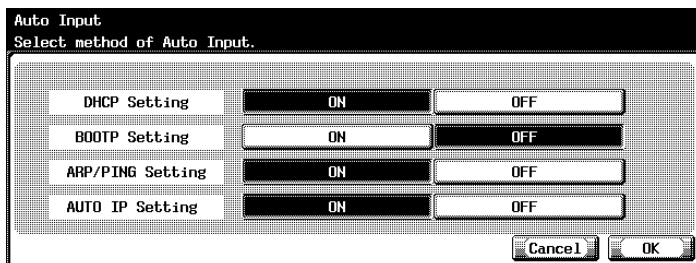
```
Auto Input
Select method of Auto Input.

        DHCP Setting          ON              OFF

        BOOTP Setting         ON              OFF

      ARP/PING Setting        ON              OFF

      AUTO IP Setting         ON              OFF

                                        Cancel      OK
```

6 Touch [Fwd.▶].

TCP/IP Setting screen 3/5 appears.

7 Specify the desired settings.

```
TCP/IP
Setting
Select item and enter IP address using the keypad.

                                    3/5    ◀Back    Fwd. ▶
DNS Server Auto
Obtain              Priority
                    DNS Server    0.  0.  0.  0  De-     ←    →
                                                   lete

      Enable        Substitute 1
                    DNS Server    0.  0.  0.  0  De-     ←    →
                                                   lete

      Disable       Substitute 2
                    DNS Server    0.  0.  0.  0  De-     ←    →
                                                   lete

                                            Cancel      OK
```
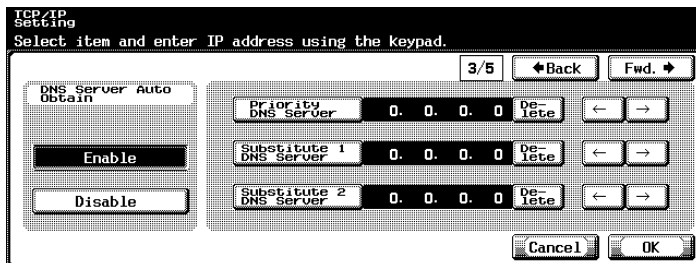
8 Touch [Fwd.▶].

TCP/IP Setting screen 4/5 appears.

9 Specify the desired settings.
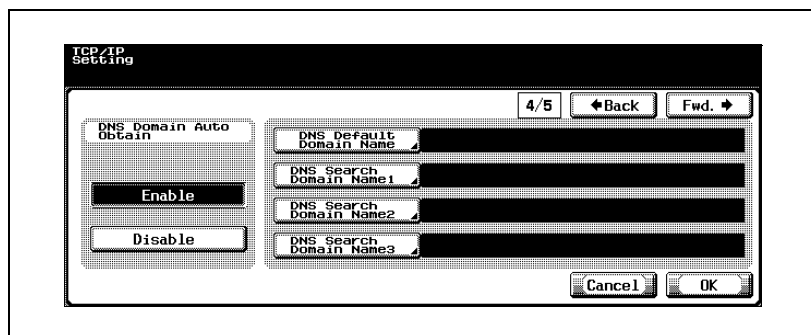
10 Touch [Fwd.➡].

TCP/IP Setting screen 5/5 appears.

11 Specify the desired settings.
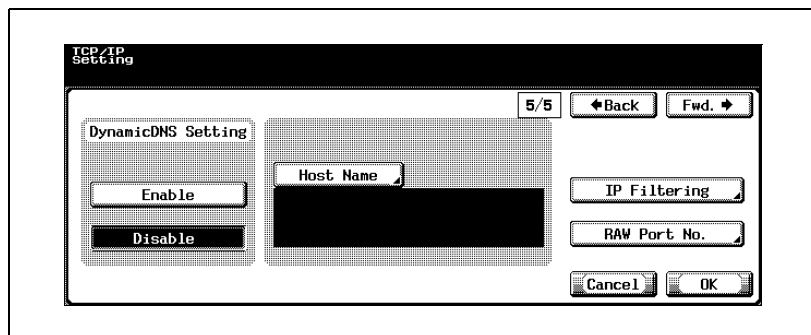
12 Touch [OK].

The TCP/IP settings are applied.

✎ **...**

Note
*To cancel changes to the setting, touch [Cancel].*

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

✎ **. . .**

Reminder
In order to apply the changes made to "IP Address", "Subnet Mask", "Default Gateway", and "DHCP", the machine must be turned off, then on again.

IP filtering

The IP addresses in the specified ranges can be permitted or denied.

1 In TCP/IP Setting screen 5/5, touch [IP Filtering].

The IP Filtering > Permit Access screen appears.

2 Touch [Enable] or [Disable] under "Permit Access".
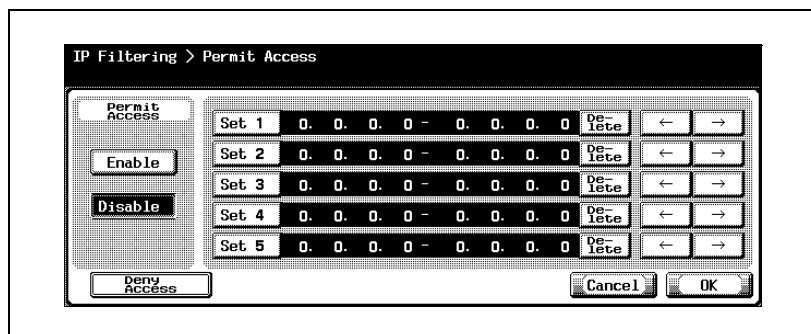
3 Touch the button for a set (Set 1 to Set 5), and then use the keypad to type in the address range.

– The range setting cannot include "0.0.0.0". For example, to specify all addresses before 192.168.1.20, specify the range from 0.0.0.1 to 192.168.1.20.
– Touch [Deny Access] to specify the IP addresses to refuse access. The procedure for setting the IP addresses is the same as on the Permit Access screen.
– To edit the values that you entered, touch [◀] or [▶] to move the cursor to the desired area, touch [Delete], and enter the new value.
– To clear all values, press the [C] (clear) key.
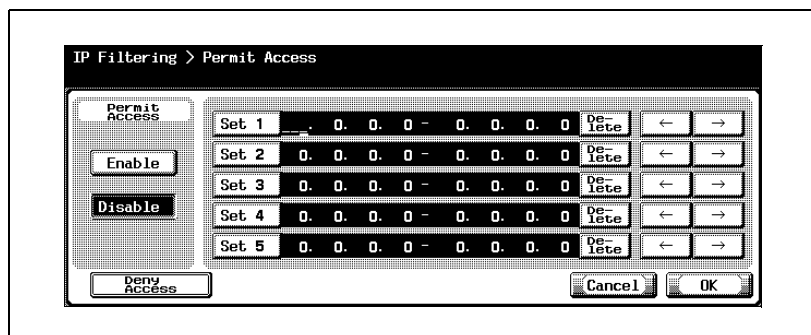
4 Touch [OK].

IP filtering is set.

✎...
Note
To cancel changes to the setting, touch [Cancel].

RAW port no.

Specify the RAW port numbers used by the printer. By specifying multiple port numbers, multiple data can be accepted simultaneously.

1 In TCP/IP Setting screen 5/5, touch [RAW Port No.].

The RAW Port Number screen appears.

2 Touch the button for the desired port.

```
RAW Port Number
Select item and enter number using the keypad.

   Port 1      Port 2      Port 3      Port 4      Port 5      Port 6
    9100        9112        9113        9114        9115        9116
  1~65535     1~65535     1~65535     1~65535     1~65535     1~65535
    ON          ON          ON          ON          ON          ON
    OFF         OFF         OFF         OFF         OFF         OFF

                                              Cancel          OK
```
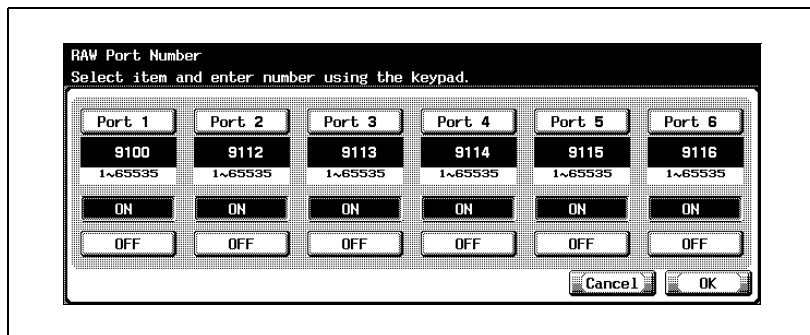
3 Touch [ON] or [OFF].

4 To use the selected port, press the [C] (clear) key to erase the value, and then use the keypad to type in the RAW port number (between 1 and 65535).

– If a value outside of the allowable range is specified, the message "Input Error" appears. Type in a value within the allowable range.

5 Touch [OK].

The RAW port usage and RAW port numbers are set.

✎
...
Note
When using the RAW port, set [Spool Print Job in HDD before RIP] to [ON]. A timeout may occur if it is set to [OFF].

4.12 NetWare settings

The settings for using the machine on a NetWare network can be specified.

NetWare parameters

The NetWare settings are as follows:

NetWare Setting screen 1/5

Item	Description
IPX Setting	Specify whether to use IPX.
Ethernet Frame Type	Sets the frame type that is used for communications.
Authentication System	When [ON (External Server)] was selected in "User Authentication", specify whether to allow NDS authentication.

NetWare Setting screen 2/5

Item	Description
NetWare Print Mode	Select the print mode to be used.
Status	The NetWare status can be verified. For details on specifying the setting, refer to "Status" on page 4-74.

NetWare Setting screen 3/5

Item	Description
Print Server Name	Sets the printer server name. Use the keyboard that appears in the touch panel to type in the server name (up to 63 characters).
Print Server Password	Sets the password that is required when the print server logs in to the file server. Use the keyboard that appears in the touch panel to type in the password (up to 63 characters).
Polling Interval	Sets the interval for searching the print queue. To change the interval, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
NDS/Bindery Setting	If bindery is disabled, only NDS is enabled. If bindery is enabled, both NDS and bindery are enabled.

NetWare Setting screen 4/5

Item	Description
File Server Name	Sets the file server name to which the print server logs in. Use the keyboard that appears in the touch panel to type in the server name (up to 47 characters).
NDS Context Name	Sets the NDS context name. Use the keyboard that appears in the touch panel to type in the NDS context name (up to 191 characters).
NDS Tree Name	Sets the NDS tree name. Use the keyboard that appears in the touch panel to type in the NDS tree name (up to 63 characters).

NetWare Setting screen 5/5

Item	Description
Printer Name	Sets the printer name. Use the keyboard that appears in the touch panel to type in the printer name (up to 63 characters).
Printer Number	Sets the printer number. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 254).

To specify NetWare settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [2 NetWare Setting].

NetWare Setting screen 1/5 appears.

3 Specify the desired settings.
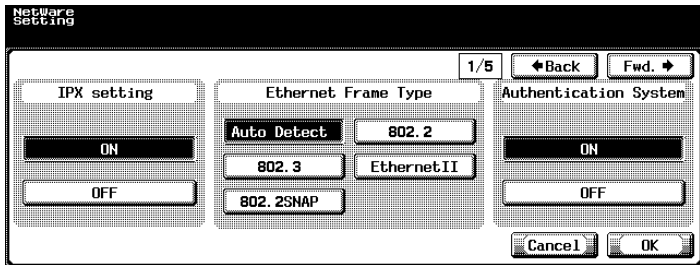
4 Touch [Fwd.▪].

NetWare Setting screen 2/5 appears.
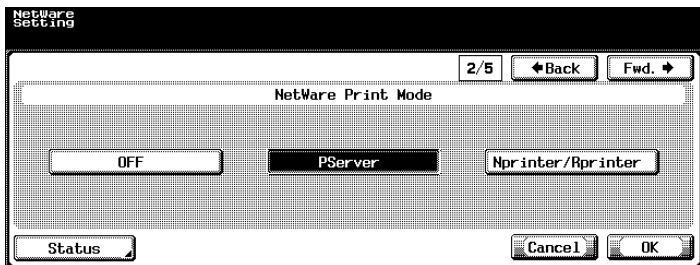
5 Specify the desired settings.

6 Touch [Fwd.▪].

Pserver Setting screen 3/5 appears.

7 Specify the desired settings.

```
Pserver Setting
Enter Polling Interval using the keypad.
                                    3/5   ◆Back    Fwd. ➡
  Print Server          Polling Interval    NDS/Bindery
  Name                                      Setting
                             1                  NDS
                          1~65535
  Print Server Password                    NDS & Bindery

                                        Cancel      OK
```

8 Touch [Fwd.➡].

Pserver Setting screen 4/5 appears.

9 Specify the desired settings.

```
Pserver Setting
                                    4/5   ◆Back    Fwd. ➡
     File Server
     Name
     NDS Context
     Name

     NDS Tree Name

                                        Cancel      OK
```

10 Touch [Fwd.➡].

Nprinter/Rprinter Setting screen 5/5 appears.

11 Specify the desired settings.

```
Nprinter/Rprinter Setting
Please enter Printer Number using the keypad.

                                        5/5    ◆Back    Fwd. ◆
                                          Printer Number
      ┌─────────────────────┐
      │     Printer Name    ◢│         ___        Auto
      └─────────────────────┘         0~254

                                           Cancel       OK
```
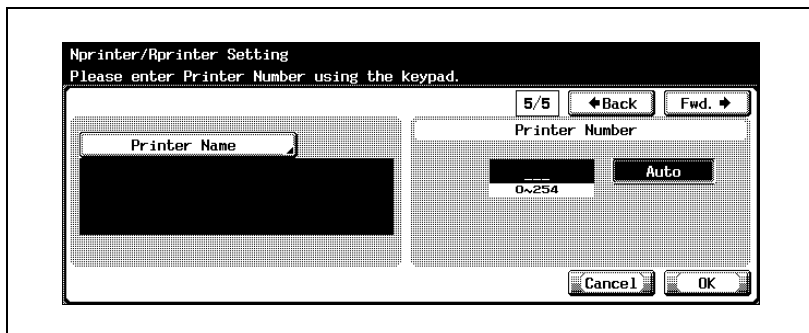
12 Touch [OK].

The NetWare settings are applied.

✎...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Status

The NetWare status can be verified.

1 In NetWare Setting screen 2/5, touch [Status].

The NetWare Status screen appears.
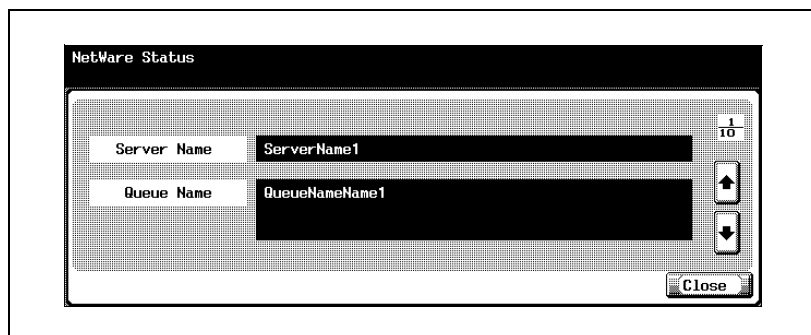
2 Touch [⬆] or [⬇] to select the server to verify.

3 Verify the NetWare status.

4 Touch [Close].

4.13 http server settings

You can specify the http server settings, PageScope Web Connection settings, and the IPP settings used by the printer of this machine.

IPP and http parameters

The IPP parameters are as follows:

http Server Setting screen 1/4

Item	Description
http Server Setting	Select whether to use the http server setting. If "OFF" is selected, the PageScope Web Connection and IPP print function cannot be used since the http server port (80) is closed.
PSWC Setting	Select whether to use PageScope Web Connection.

http Server Setting screen 2/4

Item	Description
IPP Setting	Specify whether to enable the IPP print function.
Accept IPP job	Set whether to accept IPP jobs.
Support Operation	Sets the operation support information. For details on specifying the settings, refer to "Support operation" on page 4-78.
Printer Information	Sets the printer information. For details on specifying the settings, refer to "Printer information" on page 4-79.

http Server Setting screen 3/4

Item	Description
IPP Authentication	Select whether to perform IPP authentication.
Authentication System	Select the authentication method when performing IPP authentication.

http Server Setting screen 4/4

Item	Description
User Name	When performing IPP authentication, use the keyboard that appears in the touch panel to type in each required item.
Password	
realm	

To specify IPP and http settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [3 http Server Setting].

The http Server Setting screen appears.

3 Specify the desired settings.
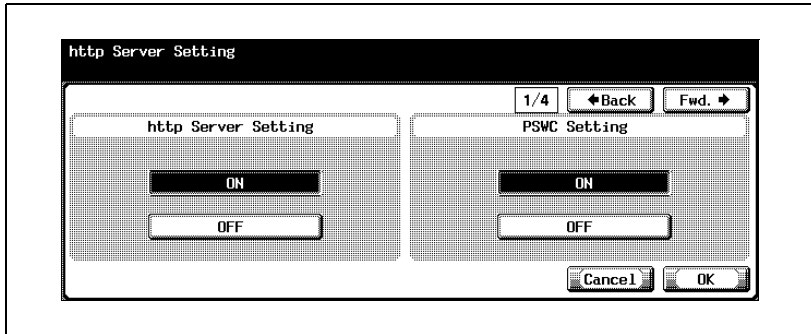
4 Touch [Fwd.◗].

http Server Setting screen 2/4 appears.

5 Specify each item.
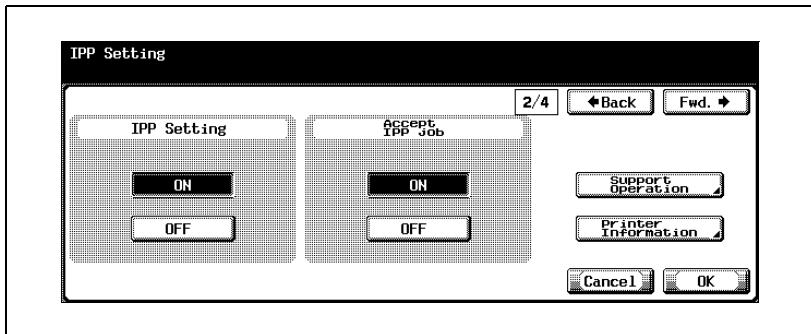
6 Touch [Fwd.◗].

http Server Setting screen 3/4 appears.

7 Specify each item.
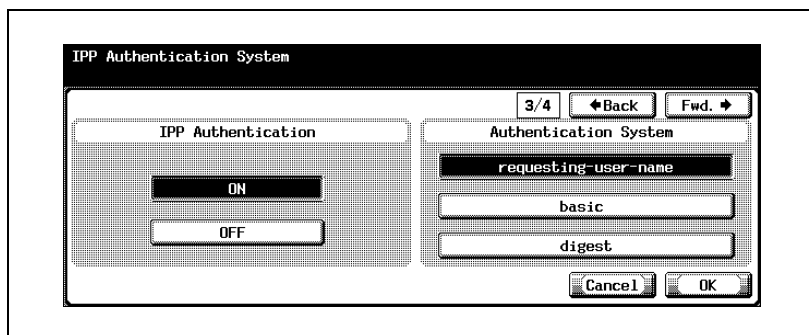

8 Touch [Fwd.◼].

http Server Setting screen 4/4 appears.

9 Specify the desired settings.
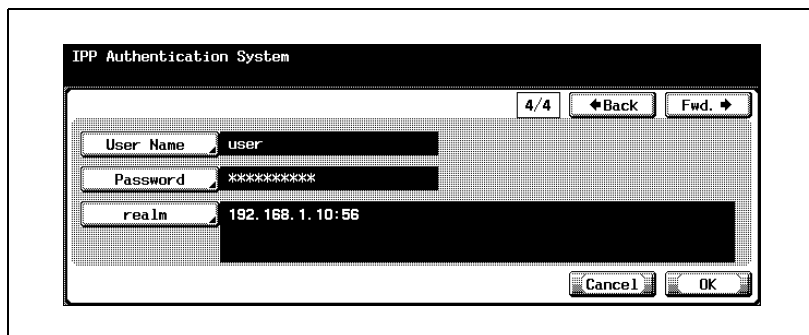
10 Touch [OK].

The IPP settings are applied.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Support operation

Specify whether each function is supported in IPP communication.
[OFF]: Responds as not supported.
[ON]: Responds to communication. No response is returned for "Cancel Job", "Open Job", and "Open Job Attributes".

1 On the IPP Setting screen, touch [Support Operation].

The Support Operation screen appears.

2 Touch [ON] or [OFF] for each item.
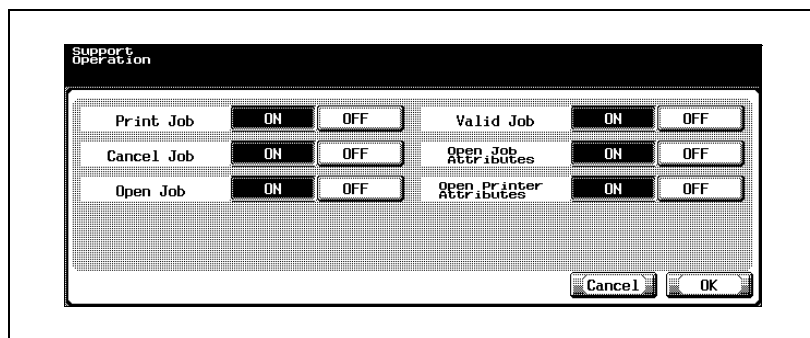
3 Touch [OK].

The operation support information is set.

✎ **...**
Note
To cancel changes to the setting, touch [Cancel].

Printer information

The printer information can be specified.

1 In the IPP Setting screen, touch [Printer Information].

Printer Information screen 1/2 appears.

2 Touch [Printer Name].

The Printer Name screen appears.
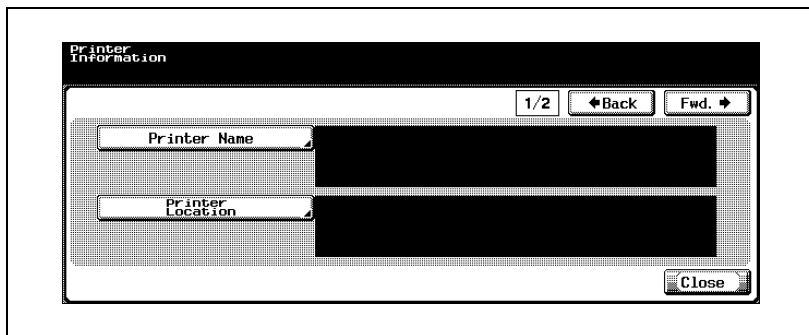
3 Type in the printer name (up to 127 characters).
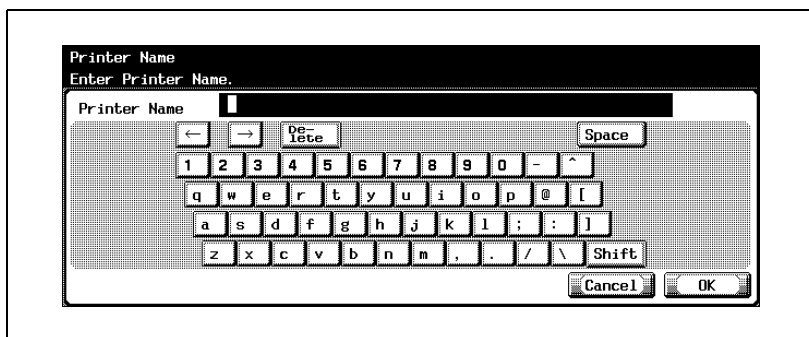
4 Touch [OK].

– To cancel changes to the setting, touch [Cancel].
The printer name is set, and the Printer Information screen appears again.

5 Touch [Printer Location].

The Printer Location screen appears.

6 Type in the printer location (up to 127 characters).
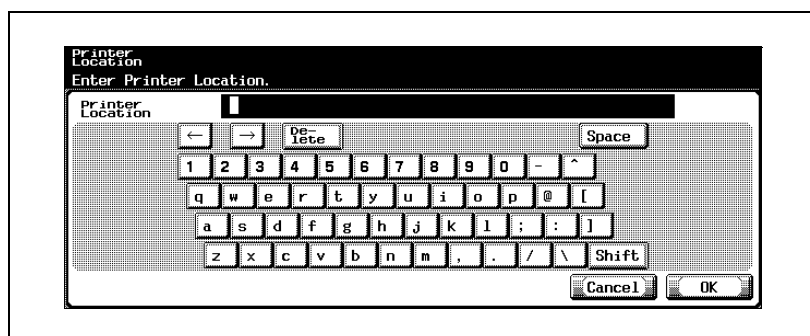
7 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The printer location is set, the Printer Information screen appears again.

8 Touch [Fwd.].

Printer Information screen 2/2 appears.
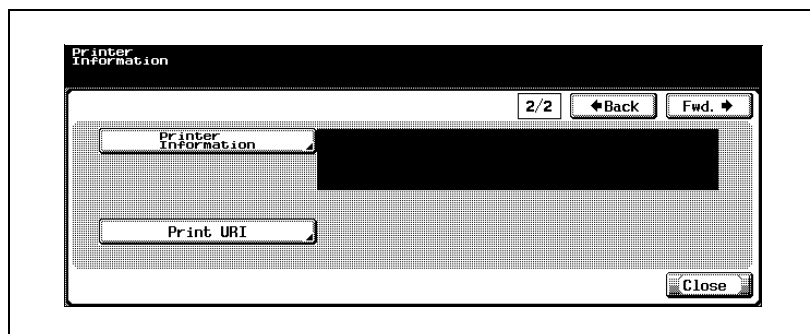
9 Touch [Printer Information].

The Printer Information screen appears.
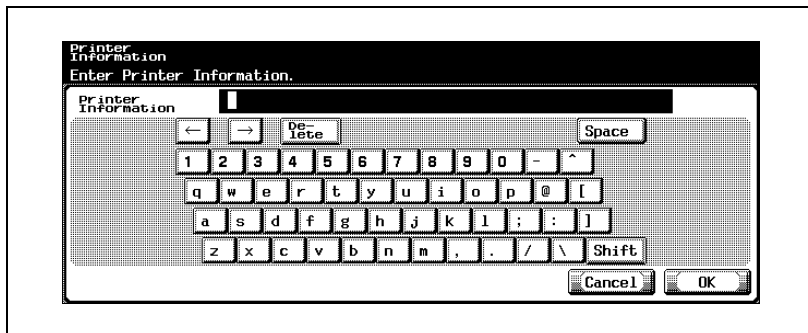
10 Type in the printer information (up to 127 characters).

– To cancel changes to the setting, touch [Cancel].

11 Touch [OK].

The printer information is set, the Printer Information screen appears again.

12 In Printer Information screen 2/2, touch [Print URI].

The Print URI screen appears.
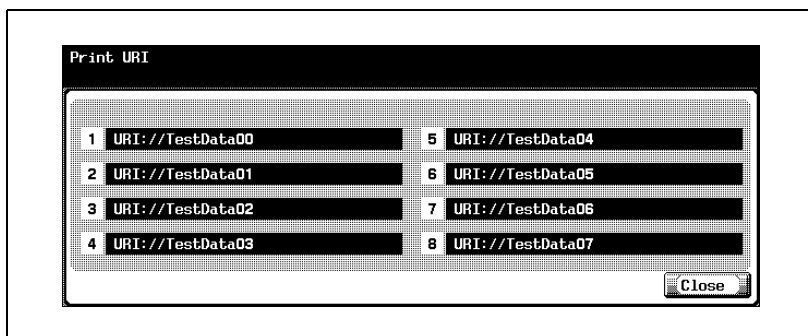
13 Check the print URIs.

14 Touch [Close].

The Printer Information screen appears again.

15 Touch [Close].

Q

Detail
For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.14 FTP settings

Settings for sending scan data to FTP servers can be specified.

FTP parameters

The FTP parameters are as follows:

FTP Setting screen 1/3

Item	Description
Proxy Server Address	Sets the proxy server address. Use the keypad in the control panel to type in the address.
Proxy Port Number	Sets the port number of the proxy server. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

FTP Setting screen 2/3

Item	Description
Port No.	Set the port number used to communicate with the FTP server. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
Connection Timeout	If the transmission stops while uploading data to the FTP server, the upload operation is automatically aborted after a specified time elapses. Set the time from the point when the transmission stops to the point when the upload operation is to be aborted. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 5 and 300 seconds).

FTP Setting screen 3/3

Item	Description
FTP Client	Sets whether to use the Scan to FTP operation.
FTP Server	Specify whether to use this machine as an FTP server. When using the copier as an FTP server, select "ON". When using an application that links to the copier as an FTP client of the copier, "ON" must be selected.

To specify FTP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [4 FTP Setting].

FTP Setting screen 1/3 appears.

3 Specify the desired settings.

4 Touch [Fwd.▶].

FTP Setting screen 2/3 appears.

5 Specify the desired settings.

6 Touch [Fwd.▶].

FTP Setting screen 3/3 appears.

7 Specify the desired settings.

```
FTP Setting
Set the FTP TX/Server.
                                          3/3    ←Back    Fwd. →
         FTP TX                              FTP Server

            ON                                  ON

            OFF                                 OFF


                                          Cancel        OK
```
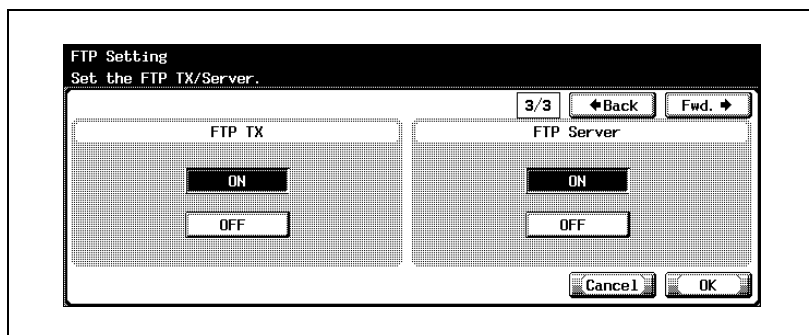
8 Touch [OK].

The FTP settings are applied.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.15   SMB settings

You can specify the settings for sharing printers and sending files over a network.

SMB parameters

The SMB parameters are as follows:

SMB Setting screen 1/4

Item	Description
Print Setting	Specifies whether to use the SMB port in Print mode.
NetBIOS Name	Sets the NetBIOS name. Use the keyboard that appears in the touch panel to type in the NetBIOS name (up to 15 characters).
Print Service Name	Sets the printer service name. Use the keyboard that appears in the touch panel to type in the print service name (up to 12 characters).
Workgroup	Sets the work group. Use the keyboard that appears in the touch panel to type in the workgroup name (up to 15 characters).

WINS Setting screen 2/4

Item	Description
WINS Setting	Select whether to use the WINS function.
Auto Obtain Setting	Select whether to automatically acquire the IP address of the WINS server from the DHCP server.

WINS Setting screen 3/4

Item	Description
WINS Server Address1-2	Specify the IP address of the WINS server.

Client Setting screen 4/4

Item	Description
User Authentication (NTLM)	Select whether to use the user authentication with NTLM.
SMB TX Setting	Select whether to use the SMB transmission setting.
NTLM	Select the NTLM version to be used. Select [v1/v2] or [v1] when using a computer over a network that is running a Windows 98 SE or Windows Me operating system. Select [v1] when the Samba service is operating a server over a network.

✎ . . .

Note

When performing SMB scans (host name setting) via a router, specify the WINS settings according to the SMB transmission settings.

To specify SMB settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [5 SMB Setting].

The SMB Setting screen (1/4) appears.

3 Specify the desired settings.
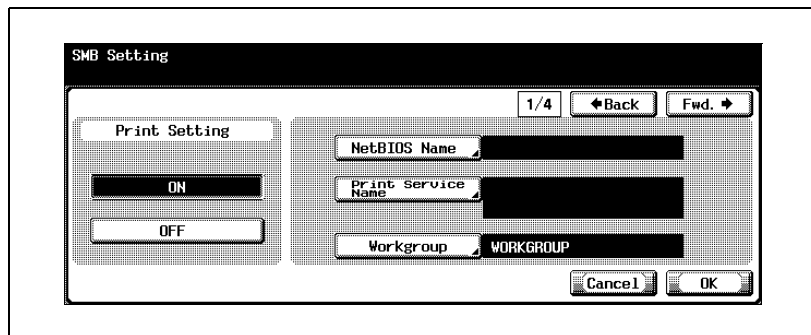
4 Touch [Fwd.■].

SMB Setting screen 2/4 appears.
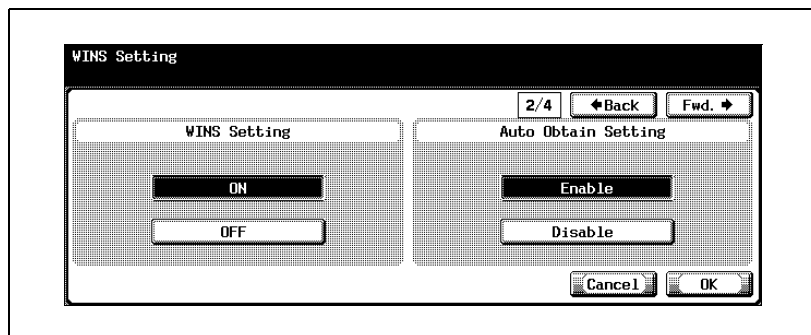
5 Specify the desired settings.

6 Touch [Fwd.■].

SMB Setting screen 3/4 appears.

7 Specify the desired settings.

```
WINDS Setting
Select item and enter IP address using the keypad.
                                        3/4  [ ◆Back ]  [ Fwd. ◆ ]

  [ WINS Server Address1 ]  0.  0.  0.  0  [ De-lete ]  [ ← ]  [ → ]


  [ WINS Server Address2 ]  0.  0.  0.  0  [ De-lete ]  [ ← ]  [ → ]

                                              [ Cancel ]  [ OK ]
```

8 Touch [Fwd. ▶].

SMB Setting screen 4/4 appears.

9 Specify the desired settings.

```
Client Setting
                                        4/4  [ ◆Back ]  [ Fwd. ◆ ]

 User Authentication        SMB TX Setting        NTLM Setting
 (NTLM)
                                                      v1
      ON                         ON
                                                      v2
      OFF                        OFF
                                                     v1/v2
                                              [ Cancel ]  [ OK ]
```
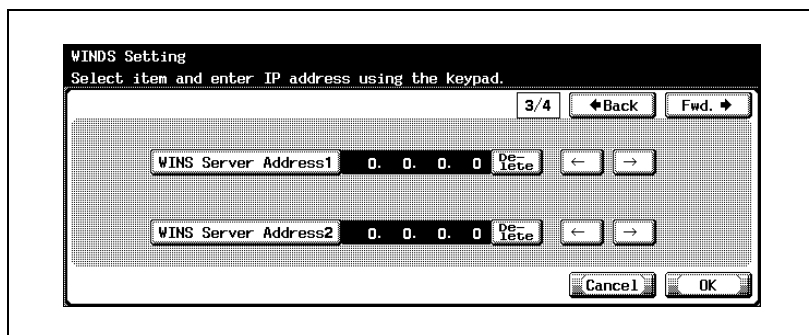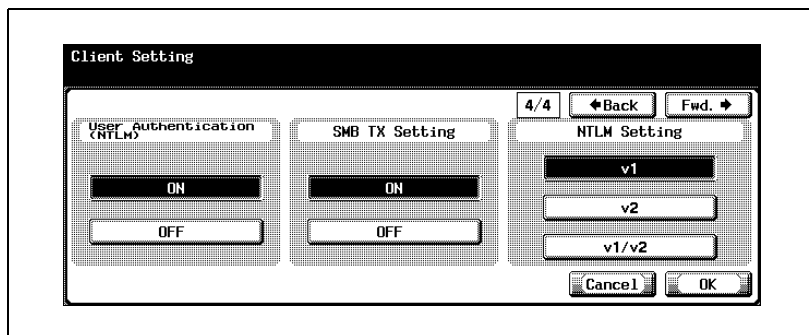
10 Touch [OK].

The SMB settings are applied.
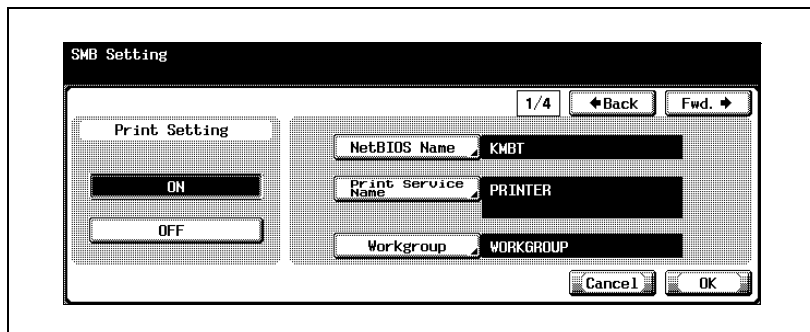
✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.16 AppleTalk settings

You can specify the settings for network printing using AppleTalk.

AppleTalk Parameters

The AppleTalk parameters are as follows:

Item	Description
AppleTalk Setting	Specify whether to turn on the AppleTalk settings.
Printer Name	Sets the name of this machine that appears on the Apple-Talk network. Use the keyboard that appears in the touch panel to type in the name (up to 31 characters).
Zone Name	Sets the name of the zone to which the machine is to be connected. Use the keyboard that appears in the touch panel to type in the zone name (up to 31 characters).

To specify AppleTalk settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [6 AppleTalk Setting].

The AppleTalk Setting screen appears.

3 Specify the desired settings.
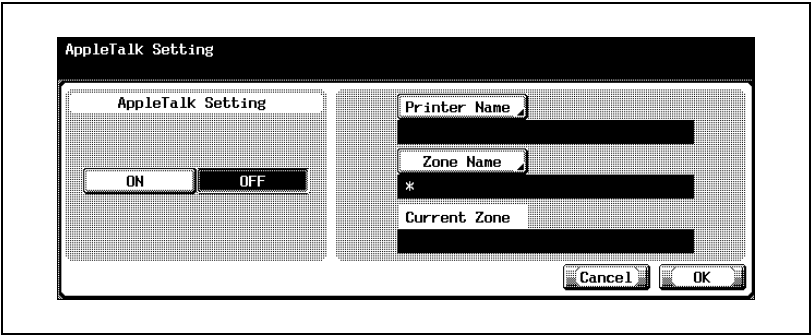
4 Touch [OK].

The AppleTalk settings are applied.
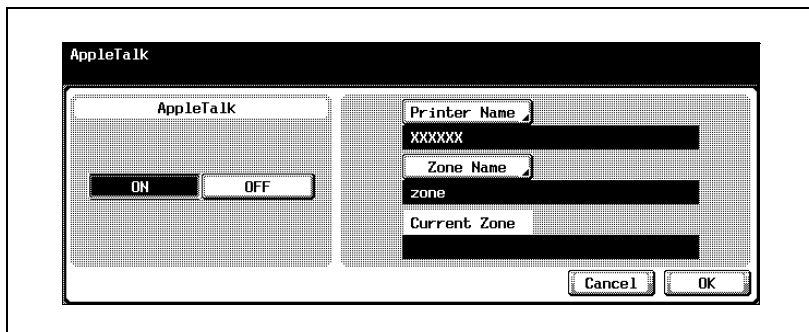
✎ **. . .**

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.17 Enabling LDAP settings

The LDAP function to which the machine can connect and search and
retrieve information can be enabled/disabled.

Enabling LDAP parameters

The Enabling LDAP parameters are as follows:

Item	Description
LDAP Function	Set whether or not to use the LDAP function.

To specify enabling LDAP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to
page 4-10 for more details.)

2 In the Network Setting screen, touch [7 LDAP Setting].

3 In the LDAP Setting screen, touch [1 Enabling LDAP].

The Enabling LDAP screen appears.

4 Specify the desired settings.
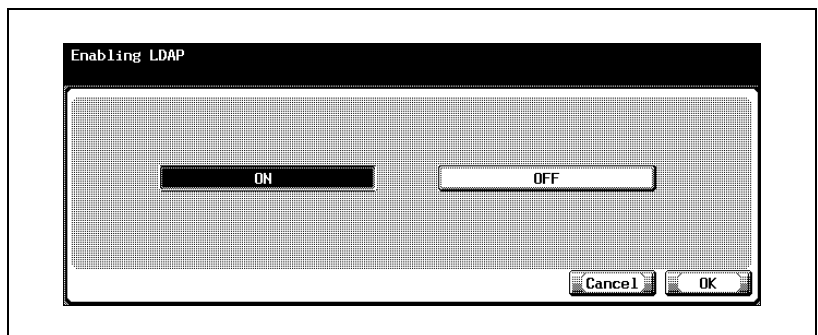
5 Touch [OK].

The LDAP function is set.

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

✎ **. . .**

Reminder

If the LDAP server settings are not specified correctly, network failure may occur. The server administrator should specify LDAP settings.

4.18 Setting Up LDAP settings

The LDAP server can be registered and authentication settings can be specified.

LDAP server registration parameters

The LDAP server registration parameters are as follows:

Setting Up LDAP screen 1/6

| Item	Description
LDAP Server Name	Set the LDAP server name to be registered. Use the keyboard that appears in the touch panel to type in the server name (up to 32 characters).
Max. Search Results	Set the maximum number of destinations to display after searching. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 5 and 1000 destinations).
Timeout	Set the maximum wait time for the search operation. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 5 and 300 seconds).
Initial Setting for Search Details	Specify the initial setting of the search conditions when performing a detailed search. For details on specifying the setting, refer to "Initial setting for search details" on page 4-103.
Check Connection	Checks the connection to the LDAP server.
Reset All Settings	The LDAP server settings can be reset to the default settings that were specified at the factory. When a reset confirmation message appears, touch [Yes].

Setting Up LDAP screen 2/6

Item	Description
Server Address	Sets the IP address of the LDAP server. Use the keyboard that appears in the touch panel to type in the address (up to 255 characters).
Search Base	Specify the search starting point in the hierarchical structure that is arranged in the LDAP server. Searchers are performed by also including the lower sub-directories from the starting point that was specified. Use the keyboard that appears in the touch panel to type in the address (up to 255 characters).
Check Connection*	Checks the connection to the LDAP server.
Reset All Settings	The LDAP server settings can be reset to their factory default. When a reset confirmation message appears, touch [Yes].

* When [LDAP Function] is set to "ON" on the Enabling LDAP screen, the [Check Connection] key is displayed only when [Manual Destination Input] is set to "Allow" on the Security Details screen.

Setting Up LDAP screen 3/6

Item	Description
Enable SSL	Sets whether to use SSL (data encryption) when connecting to the LDAP server. When SSL is used, the content that is sent is encrypted.
Port No.	Sets the port number of the LDAP server. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
Port Number (SSL)	Specify the port number for using SSL. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
Check Connection	Checks the connection to the LDAP server.
Reset All Settings	The LDAP server settings can be reset to their factory default. When a reset confirmation message appears, touch [Yes].

Setting Up LDAP screen 4/6

Item	Description
Authentication Method	Select the authentication method used when logging on to the LDAP server. [anonymous]: An authentication method that does not require the user name and password Is specified to [anonymous], dynamic authentication is disabled. [Simple]: A simple authentication method that requires the user name and password. Take caution since the passwords can be leaked over the network. [Digest-MD5]: An authentication method that can be used on a typical LDAP server. If authentication fails using Digest-MD5, the authentication is performed by automatically switching to CRAM-MD5. [GSS-SPNEGO]: An authentication method that can be used with Active Directory in Windows (Kerberos authentication). [NTLM v1] and [NTLM v2]: Standard authentication methods that can be used with Windows NT. Used for logging on when sharing files and printers.

Setting Up LDAP screen 5/6

Item	Description
Select Server Authentication Method	Select the method to be used during server authentication. [Use The Setting Value]: Authenticates the settings specified in Setting Up LDAP screen 6/6. [User Authentication]: Requires a user name and password when using the LDAP search function. When logging on to the copier with the external server authentication function, the user name that was used when performing the external server authentication is automatically entered in the LDAP server login screen. The user name can also be changed. [Dynamic Authentication]: Requires a user name and password when using the LDAP search function.
Use referral	Select whether to use the referral setting. When referral is used, the search base that was specified in LDAP Sever Setting searches the top and bottom levels as the starting point.

Setting Up LDAP screen 6/6

Item	Description
Login Name	Sets the login name used to connect to the LDAP server. Use the keyboard that appears in the touch panel to type in the name (up to 255 characters).
Password	Sets the password used to connect to the LDAP server. Use the keyboard that appears in the touch panel to type in the password (up to 128 characters).
Domain Name	Sets the domain name used to connect to the LDAP server as necessary. Use the keyboard that appears in the touch panel to type in the name (up to 64 characters).
Check Connection	Checks the connection to the LDAP server.
Reset All Settings	The LDAP server settings can be reset to their factory default. When a reset confirmation message appears, touch [Yes].

To specify setting up LDAP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [7 LDAP Setting].

3 In the LDAP Setting screen, touch [2 Setting Up LDAP].

4 Touch the LDAP server button to register and specify the setting.

Setting Up LDAP screen 1/6 appears.

5 Specify the desired settings.
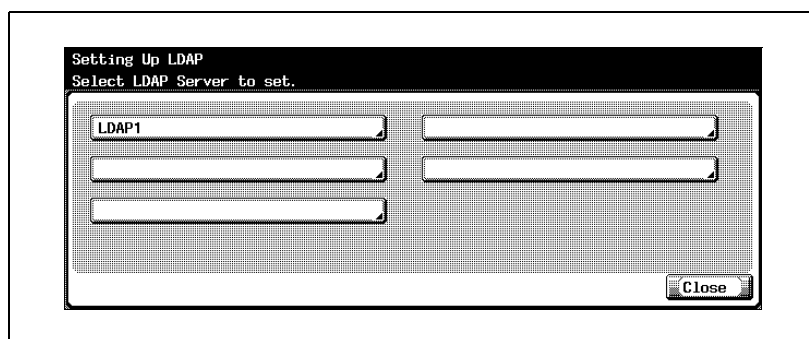
```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                        1/6    ◀Back    Fwd. ▶
┌─── LDAP Server Name ───┐  ┌──────── LDAP Setting ────────┐
│   ┌─ Server Name ─┐    │  │  ┌─ Max.Search Results ─┐ ┌─ 100 ─┐│
│   └───────────────┘    │  │  └──────────────────────┘ │ 5～1000│
│   ┌────────────────┐   │  │  ┌──── Timeout ────┐  ┌─ 60 sec. ─┐│
│   │ LDAP1          │   │  │  └─────────────────┘  │  5～300    │
│   └────────────────┘   │  │  ┌─ Initial Setting ─┐            │
│                        │  │  │ for Search Details│            │
└────────────────────────┘  └──└───────────────────┘───────────┘
 ┌─ Check ─┐  ┌─ Reset All ─┐           ┌ Cancel ┐  ┌ OK ┐
 │Connection│  │ Settings    │           └────────┘  └────┘
 └──────────┘  └─────────────┘
```
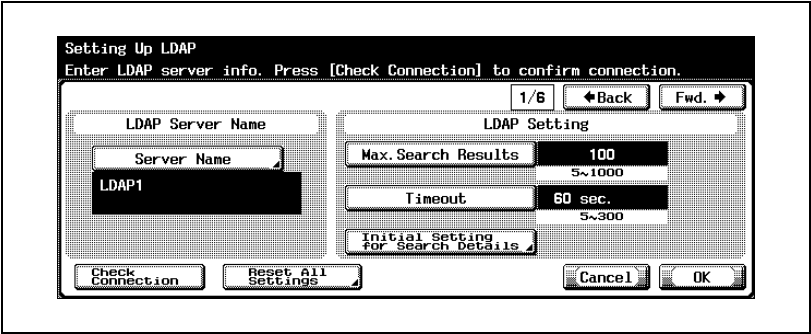
6 Touch [Fwd.▶].

Setting Up LDAP screen 2/6 appears.

7 Specify the desired settings.

```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                        2/6    ◀Back    Fwd. ▶
┌─ Server ─┐  192.168.1.55
│ Address  │
└──────────┘

┌─ Search Base ─┐
└───────────────┘
 ┌─ Check ─┐  ┌─ Reset All ─┐           ┌ Cancel ┐  ┌ OK ┐
 │Connection│  │ Settings    │           └────────┘  └────┘
 └──────────┘  └─────────────┘
```
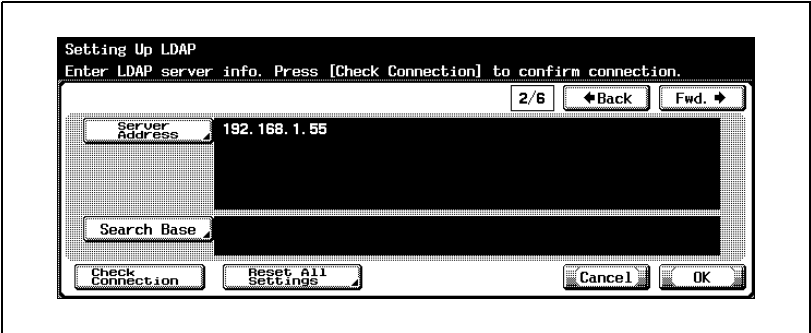
8 Touch [Fwd.▶].

Setting Up LDAP screen 3/6 appears.

9 Specify the desired settings.

```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                    3/6    Back    Fwd.
    Enable SSL            Port No.          Port Number(SSL)

       ON                  389                   636
                         1~65535               1~65535
      OFF                 Input                 Input

 Check        Reset All                      Cancel    OK
 Connection   Settings
```
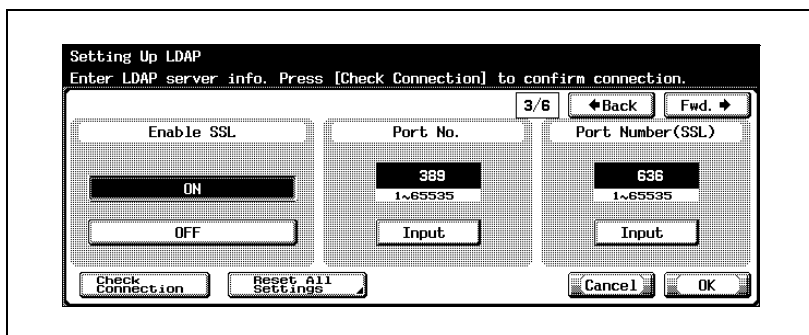
10 Touch [Fwd.◼].

Setting Up LDAP screen 4/6 appears.

11 Specify the desired settings.

```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                    4/6    Back    Fwd.
                      Authentication
                      Method
      anonymous                      Simple

     Digest-MD5                     GSS-SPNEGO

      NTLM v1                        NTLM v2
 Check        Reset All                      Cancel    OK
 Connection   Settings
```
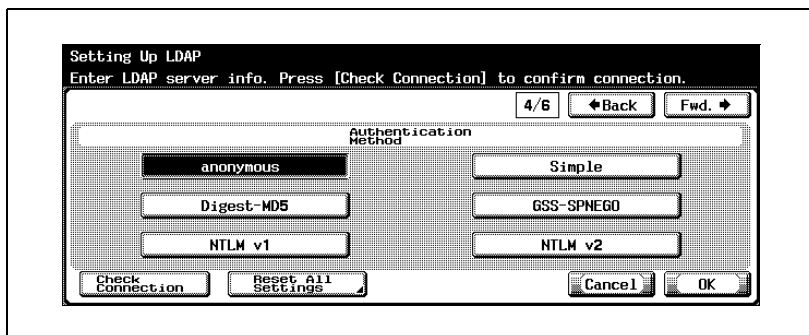
12 Touch [Fwd.◼].

Setting Up LDAP screen 5/6 appears.

13 Specify the desired setting.

```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                        5/6    ◆Back    Fwd. ➡

Select Server Authentication Method            Use referral

        Use The Setting Value
        User Authentication                         ON
        Dynamic Authentication
                                                    OFF
    Check         Reset All
    Connection    Settings                      Cancel      OK
```
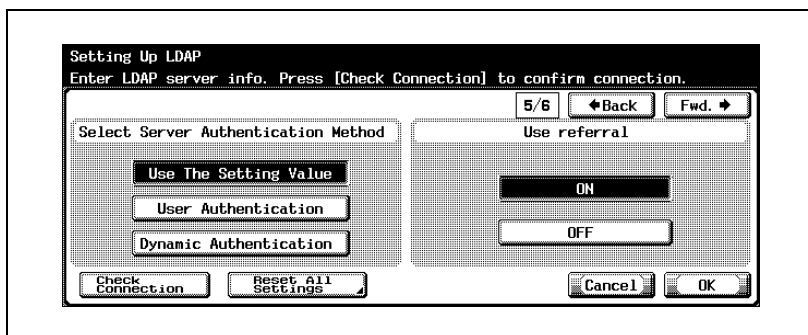
14 Touch [Fwd.➡].

Setting Up LDAP screen 6/6 appears.

15 Specify the desired settings.

```
Setting Up LDAP
Enter LDAP server info. Press [Check Connection] to confirm connection.
                                        6/6    ◆Back    Fwd. ➡

    Login Name     anonymous


    Password
    Domain Name
    Check         Reset All
    Connection    Settings                      Cancel      OK
```
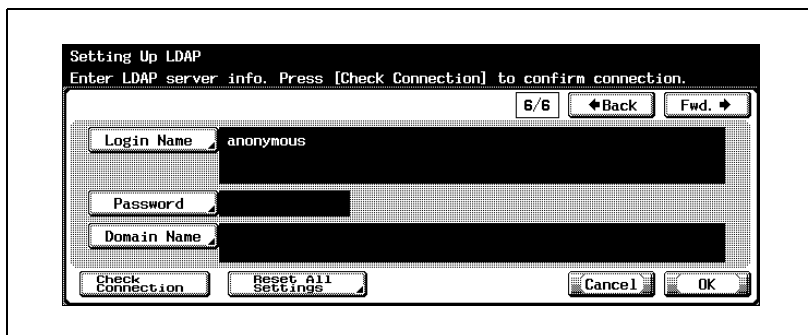
16 Touch [OK].

The LDAP server registration and authentication are set.

✎ ...

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

✎ **. . .**

Reminder

If the LDAP server settings are not specified correctly, network failure may occur. The server administrator should specify LDAP settings.

✎ **. . .**

Note

Be sure to use an authentication method like the one that is used by the LDAP server. For details, refer to the manual of the LDAP server being used.

If the authentication method is specified as "GSS-SPNEGO", enter the domain name for "Active Directory".

🔍

Detail

Depending on the authentication method, settings for the following parameters must be set correctly on the Setting Up LDAP screen (6/6) in order to perform the "Check Connection" operation.

For [Simple] and [DIGEST-MD5]: Login Name

For [GSS-SPNEGO]: Login Name and Domain Name

Initial setting for search details

The initial setting of the search conditions when performing a detailed search can be specified by "Name", "E-Mail", "Fax Number", "Last Name", "First Name", "City", "Company Name", and "Department".

1 On the Setting Up LDAP screen, touch [Initial Setting for Search Details].

The Initial Setting for Search Details screen appears.

2 Touch [Condition].

The Select Condition screen appears.
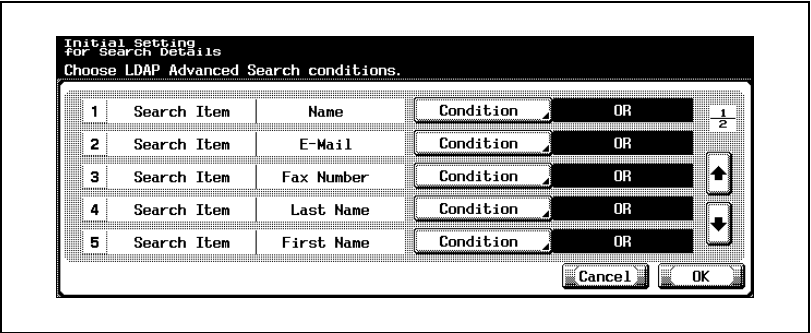
3 Touch [OR], [AND], [Begins With], or [Ends With].
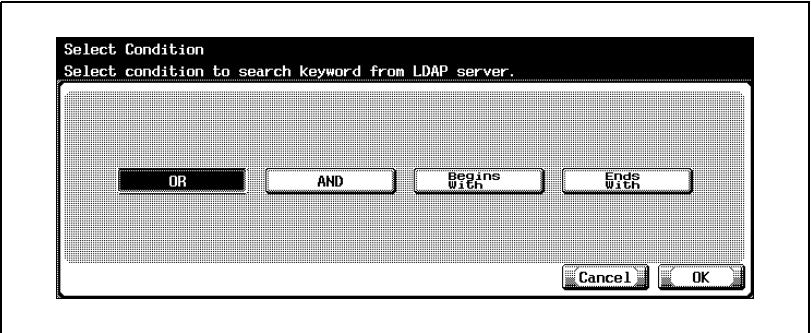
4 Touch [OK].

– The initial setting that is specified in "Initial Setting for Search Details" can be changed when the user uses the LDAP search.

The selected condition is set.

5   Touch [OK].

The Setting Up LDAP screen appears again.

✎...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.19 Search default setting

You can specify the LDAP server that is to perform searches by priority from the registered LDAP servers.

To specify the detect default server settings

1 In the Administrator Setting screen, touch [5 Network Setting].

2 In the Network Setting screen, touch [7 LDAP Setting].

3 In the LDAP Setting screen, touch [3 Search Default Setting].

The Detect Default Setting screen appears.

4 Select the LDAP server that is to perform searches by priority.
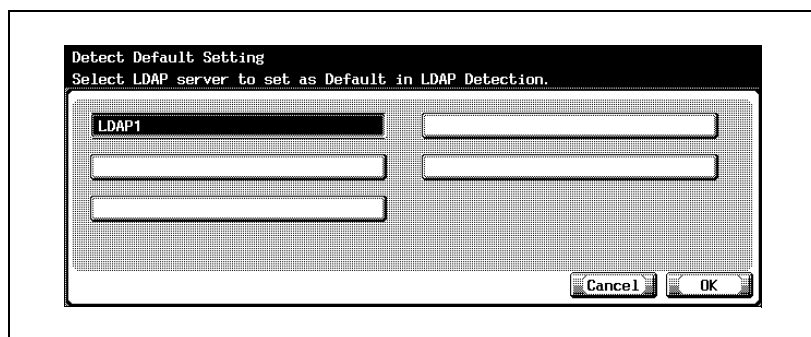
5 Touch [OK].

✎ **...**

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.20 E-mail TX (SMTP) settings

Information such as the SMTP server that is required to send the data as an e-mail attachment in Scan mode can be specified. Also, e-mail authentication can be specified.

$\mathbb{Q}$
Detail
If running an antivirus program on the e-mail server, the binary division function may not be able to be used. For details, ask the network administrator.

To receive binary e-mails, an e-mail client that supports receiving separated e-mail is required. Note that even if separated e-mail is received it may not be combined depending on the e-mail client being used.

E-mail TX (SMTP) parameters

The E-Mail TX (SMTP) parameters are as follows:

E-Mail TX (SMTP) screen 1/4

Item	Description
E-mail Send Setting	Specify whether to use an e-mail transmission.
Scan Send	Specify whether to use a scan transmission.
Status Notification Function	Specify whether to use the status notification function.
Total Counter Notifying Func.	Specify whether to use the total counter notification function.
Detail Setting	Specify the SMTP details. For details on specifying the setting, refer to "SMTP detail" on page 4-112.

E-Mail TX (SMTP) screen 2/4

Item	Description
SMTP Server Address	The SMTP server address used to send e-mail can be specified. For details on specifying the settings, refer to "SMTP server address" on page 4-110.
Binary Division	Sets whether to send large volume of e-mail in small sizes and separated. Use to send data that has exceeded the maximum capacity when the maximum capacity is limited per e-mail on the e-mail server.
Divided Mail Size	Sets the divided data size when dividing the data to be sent. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 100 and 15000 kb).

E-Mail TX (SMTP) screen 3/4

Item	Description
Connection Timeout	If the operation delays while sending mail to the SMTP server, mail transmission is automatically aborted after a specified time elapses. Set the time from the point when the transmission stops to the point when the mail transmission is to be aborted. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 30 and 300 seconds).
Server Capacity	Sets the maximum capacity that the SMTP server can receive per mail. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 100 MB). To apply no restriction, touch [Unlimited].

E-Mail TX (SMTP) screen 4/4

Item	Description
SSL Settings	Specify whether to use SSL during e-mail transmission. When SSL is used, the content that is sent is encrypted.
Port Number (SSL)	Specify the port number for using SSL. To change the value, touch [Input], press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
Port Number	Specify the port number for the e-mail transmission. To change the value, touch [Input], press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

SMTP Detail screen

Item	Description
POP Before SMTP	Select whether to use POP Before SMTP authentication.
SMTP Authentication	Select whether to use SMTP authentication. If [ON] is touched, the screen for entering the SMTP authentication information appears. For details on specifying the setting, refer to "SMTP authentication" on page 4-113.
POP Before SMTP Time	Specify if using POP Before SMTP authentication. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 0 and 60 seconds).

To specify e-mail TX (SMTP) settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [8 E-Mail Setting].

3 In the E-Mail Setting screen, touch [1 E-Mail TX (SMTP)].

E-Mail TX (SMTP) screen 1/4 appears.

4 Specify the desired settings.
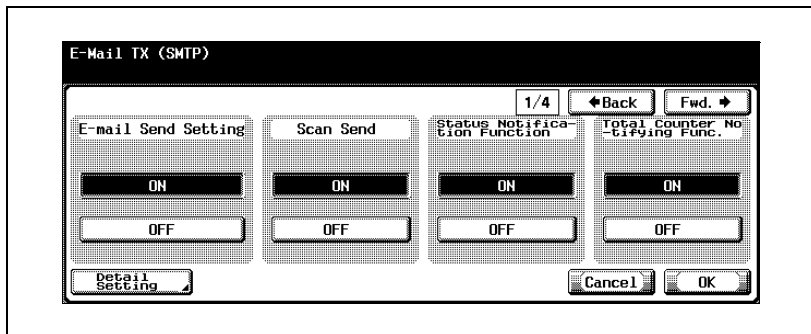
5 Touch [Fwd.].

E-Mail TX (SMTP) screen 2/4 appears.

6 Specify the desired settings.
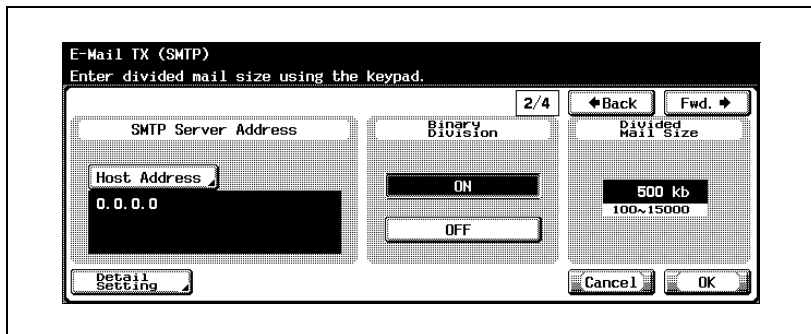
7 Touch [Fwd.].

E-Mail TX (SMTP) screen 3/4 appears.

8 Specify the desired settings.

```
E-Mail TX (SMTP)
Input Connection Timeout and Server Capacity information.
                                          3/4   ◆Back    Fwd. ◆
     Connection Timeout              │        Server Capacity
        60 sec.                      │        ___ Mbyte  No Limit
        30~300                       │          1~100
      -30     +30                    │
  Detail                                            Cancel     OK
  Setting
```
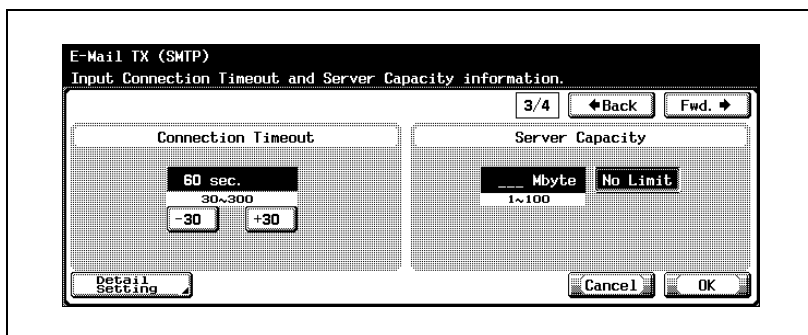
9 Touch [Fwd.◗].

E-Mail TX (SMTP) screen 4/4 appears.

10 Specify the desired settings.

```
E-Mail TX (SMTP)
                                   4/4   ◆Back    Fwd. ◆
   SSL Setting       Port Number(SSL)        Port Number
                          465                    25
      ON                1~65535                1~65535
      OFF                Input                  Input
  Detail                                   Cancel     OK
  Setting
```
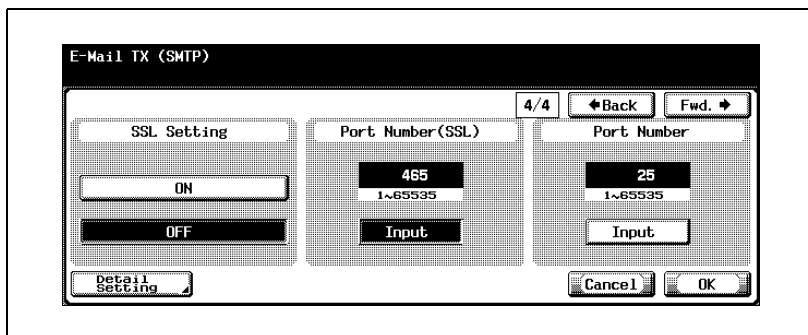
11 Touch [OK].

The SMTP server information is set.

✎ **. . .**

Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

SMTP server address

The SMTP server address used to send e-mail can be specified.

1 In the E-Mail TX (SMTP) screen 2/4, touch [Host Address].

The Host Address screen appears.

2 Touch [IP Address Input] or [Host Name Input].

```
Host Address
Enter the Host Address.


  IP Address Input        192.168.  1. 10  Delete    ←    →
  Host Name Input

                                             Cancel       OK
```

– To specify the host address with the IP address, touch [IP Address Input].
– To specify the host address with the host name, touch [Host Name Input].
– If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP settings" on page 4-59.

3 Enter the host address (IP address or host name (up to 255 characters)).

– To edit the values that you entered with "IP Address Input", touch [◀] or [▶] to move the cursor to the desired area, touch [Delete], and enter the new value.
– To clear all values, press the [C] (clear) key.

4 Touch [OK].

The SMTP server address is set.

✎ **...**

Note

To cancel changes to the setting, touch [Cancel].

If the host address exceeds 81 characters, touch [Details] to display the Host Address Detail screen with the rest of the host addresses.

If the DNS setting is not specified correctly, the function does not work properly even when the SMTP server name is entered. Refer to "TCP/IP settings" on page 4-59 for details on the DNS settings.

🔍

Detail

For the procedure to enter characters using the keyboard that appears on the screen, refer to "Entering text" on page 7-6.

SMTP detail

You can specify the SMTP details.

1 In the E-Mail TX (SMTP) screen, touch [Detail Setting].

The SMTP Detail screen appears.

2 Specify the desired settings.
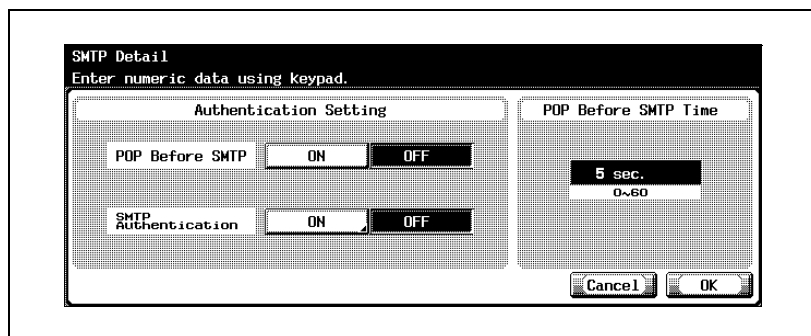
```
SMTP Detail
Enter numeric data using keypad.
        Authentication Setting          POP Before SMTP Time
  POP Before SMTP    [ ON ]  [ OFF ]
                                            5 sec.
                                            0~60
  SMTP
  Authentication     [ ON ]  [ OFF ]
                                        [ Cancel ]  [ OK ]
```

🔍
Detail
To perform user authentication with POP Before SMTP, the settings that will allow POP to access the e-mail server must be specified. For details, refer to "E-mail RX (POP) settings" on page 4-116.

SMTP authentication

Specify when the authentication method is set to SMTP authentication.

1 In the SMTP Detail screen under SMTP Authentication, touch [ON].

The SMTP Authentication screen appears.

2 In the SMTP Authentication screen, touch [User ID].
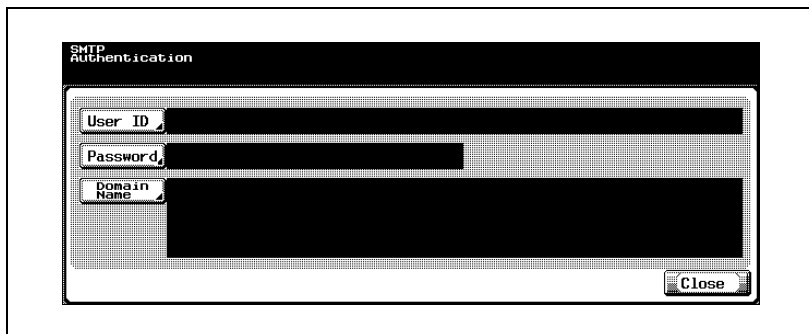
The User ID screen appears.

3 Type in the user ID (up to 63 characters).
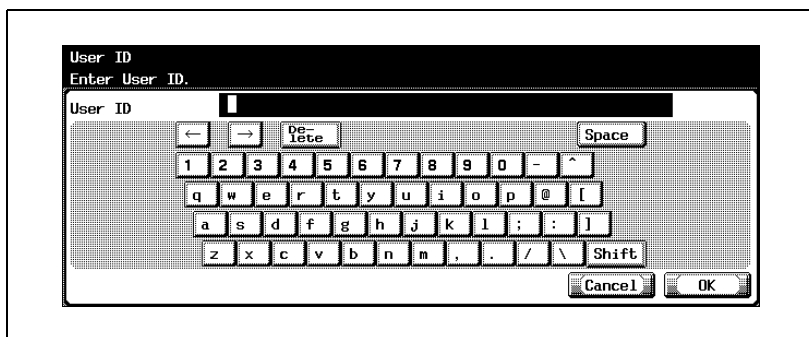
4 Touch [OK].

– To cancel changes to the setting, touch [Cancel].
The user ID is set, and the SMTP Authentication screen appears again.

5 In the SMTP Authentication screen, touch [Password].

The Password screen appears.

6 Type in the password (up to 15 characters).

```
Password
Enter Password.
Password        █
  [←] [→] [De-lete]                              [Space]
  1  2  3  4  5  6  7  8  9  0  -  ^
   q  w  e  r  t  y  u  i  o  p  @  [
    a  s  d  f  g  h  j  k  l  ;  :  ]
     z  x  c  v  b  n  m  ,  .  /  \  [Shift]
                                [Cancel]  [ OK ]
```
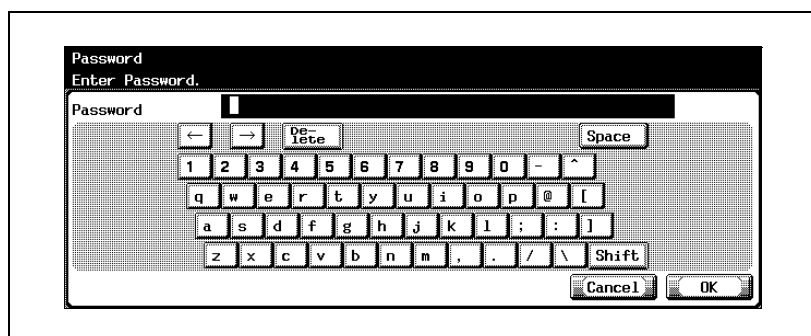
7 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The password is set, and the SMTP Authentication screen appears again.

8 In the SMTP Authentication screen, touch [Domain Name].

The Domain Name screen appears.

9 Type in the domain name (up to 255 characters).

```
Domain Name
Enter Domain Name.
Domain Name     █
  [←] [→] [De-lete]                              [Space]
  1  2  3  4  5  6  7  8  9  0  -
   q  w  e  r  t  y  u  i  o  p
    a  s  d  f  g  h  j  k  l
     z  x  c  v  b  n  m      .      [Shift]
                                [Cancel]  [ OK ]
```
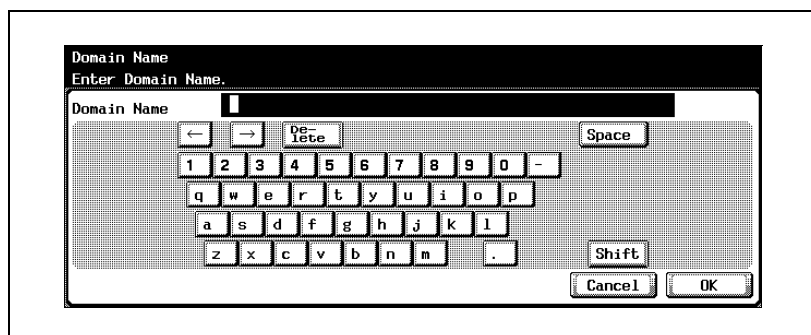
10 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The domain name is set, and the SMTP Authentication screen appears again.

11 Touch [Close].

The SMTP Detail screen appears again.

Q

Detail
For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.21 E-mail RX (POP) settings

You can specify the settings to perform the authentication of the e-mail sender with POP Before SMTP.

E-mail RX (POP) parameters

The E-Mail RX (POP) parameters are as follows:

E-Mail RX (POP) screen 1/2

Item	Description
E-Mail RX Setting	Specify whether to enable authentication reception.
POP Server Address	Specify the address of the POP server to be used for authentication reception. For details on specifying the settings, refer to "POP server address" on page 4-119.
Login Name	Sets the login name used to connect to the POP server. Use the keyboard that appears in the touch panel to type in the login name (up to 63 characters).
Password	Sets the password used to connect to the POP server. Use the keyboard that appears in the touch panel to type in the password (up to 15 characters).

E-Mail RX (POP) screen 2/2

Item	Description
SSL Setting	Specify whether to use SSL in the authentication reception time. When SSL is used, the content that is sent is encrypted.
Port Number (SSL)	Specify the port number for using SSL. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

POP Detail screen

Item	Description
APOP Authentication	Sets whether to turn on authentication.
Port No.	Set the port number used to communicate with the POP server. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
Connection Timeout	If the operation delays while receiving the authentication from the POP server, e-mail reception is automatically aborted after time elapses. Set the time from the point when the reception stops to the point when the mail reception is to be aborted. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 30 and 300 seconds).

To specify e-mail RX (POP) settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [8 E-Mail Setting].

3 In the E-Mail Setting screen, touch [2 E-Mail RX (POP)].

The E-Mail RX (POP) screen 1/2 appears.

4 Specify the desired settings.
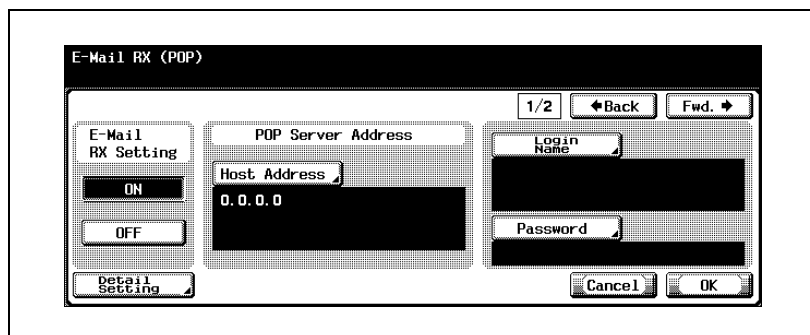
5 In the E-Mail RX (POP) screen, touch [Detail Setting].

The POP Detail screen appears.

6 Specify the desired settings.

```
POP Detail
Enter Port No. using keypad.
Set Connection Timeout using +/- key.

    APOP
  Authentication          Port No.          Connection Timeout

     ON                     110                 30 sec.
                          1~65535                30~300
     OFF                                      -30     +30


                                         Cancel      OK
```
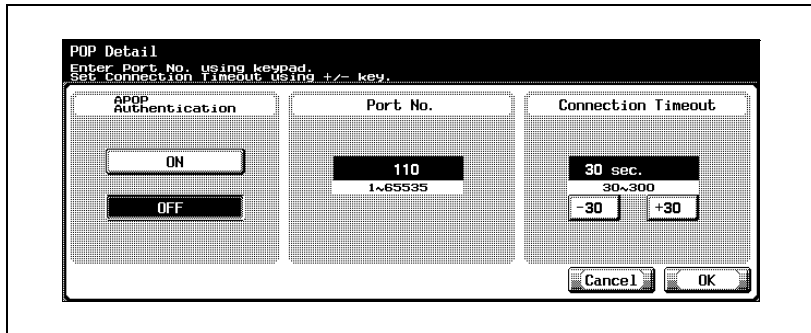
7 Touch [OK].

– To cancel changes to the setting, touch [Cancel].
The POP details are set, and the E-Mail RX (POP) screen appears
again.

8 Touch [Fwd.▶].

E-Mail RX (POP) screen 2/2 appears.

9 Specify the desired settings.

```
E-Mail RX (POP)

                              2/2    ◆Back    Fwd. ◆

       SSL Setting              Port Number(SSL)


          ON                         __995
                                    1~65535
          OFF


                                  Cancel      OK
```
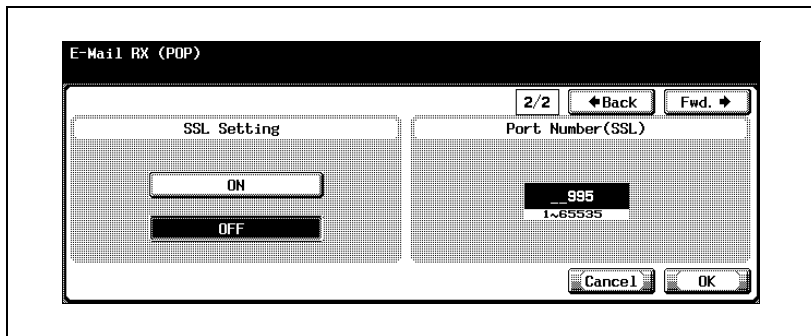
10 Touch [OK].

The POP server information is set.

POP server address

The POP server address that is used to receive e-mail can be specified.

1 In the E-Mail RX (POP) screen, touch [Host Address].

The Host Address screen appears.

2 Touch [IP Address Input] or [Host Name Input].

– To specify the host address with the IP address, touch [IP Address Input].
– To specify the host address with the host name, touch [Host Name Input].
– If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP settings" on page 4-59.

3 Enter the host address (IP address or host name (up to 255 characters)).

– To edit the values that you entered with "IP Address Input", touch [◀] or [▶] to move the cursor to the desired area, touch [Delete], and enter the new value.
– To clear all values, press the [C] (clear) key.

4 Touch [OK].

– To cancel changes to the setting, touch [Cancel].
– If the host address exceeds 81 characters, touch [Details] to display the Host Address Detail screen with the rest of the host addresses.

The POP server address is set.

Q

Detail
For the procedure to enter characters using the keyboard that appears on the screen, refer to "Entering text" on page 7-6.

4.22 Device settings

Device information can be set.

Device parameters

The device parameters are as follows:

Item	Description
Mac Address	Used to verify the machine's Mac address.
Network Speed	Sets the network speed. Be sure to turn the main power OFF and then back ON after changing the setting.

✎ **. . .**

Reminder

When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally.

The MAC address of this machine's network card is displayed under "MAC Address".

To specify device settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [1 Device Setting].

The Device Setting screen appears.
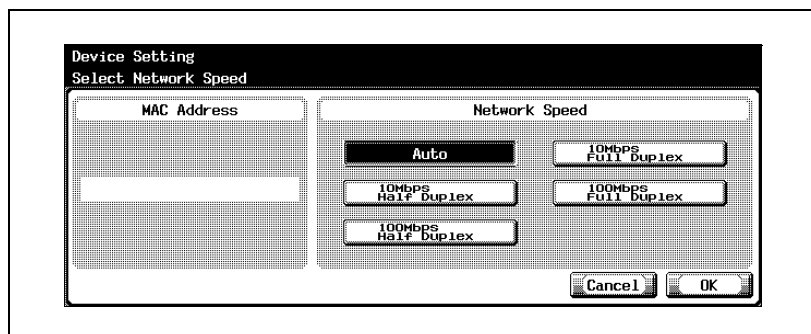
4 Specify the desired settings.

5 Touch [OK].

The device information is set.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.23 Time adjustment settings

The machine's internal clock can be corrected via the network.

Time adjustment parameters

The time adjustment parameters are as follows:

Item	Description
NTP Setting	Specify whether to turn on the NTP.
NTP Server Address	Sets the IP address of the NTP server. For details on specifying the settings, refer to "NTP server address" on page 4-125.
Port No.	Set the port number used to communicate with the NTP server. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

After specifying this setting, touch [1 System Setting] in the Administrator Setting, touch [3 Date/Time Setting], and then set the date.

Periodic automatic adjustment is not performed.

To specify time adjustment settings

1   In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2   In the Network Setting screen, touch [9 Detail Setting].

3   In the Detail Setting screen, touch [2 Time Adjustment Setting].

The Time Adjustment Setting screen appears.
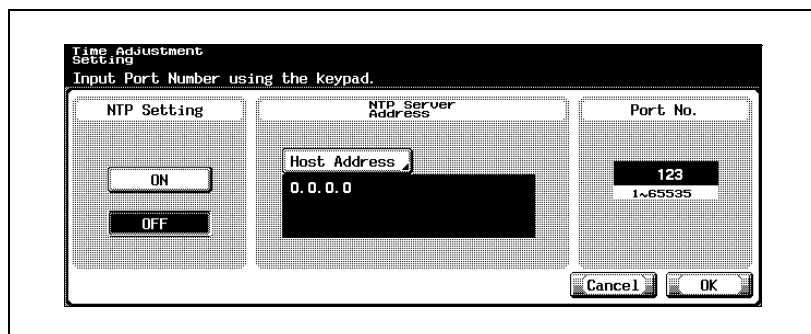
4   Specify the desired settings.

5   Touch [OK].

The device information is set.

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

NTP server address

The IP address of the NTP server can be specified.

1 In the Time Adjustment Setting, touch [Host Address].

The Host Address screen appears.

2 Touch [IP Address Input] or [Host Name Input].
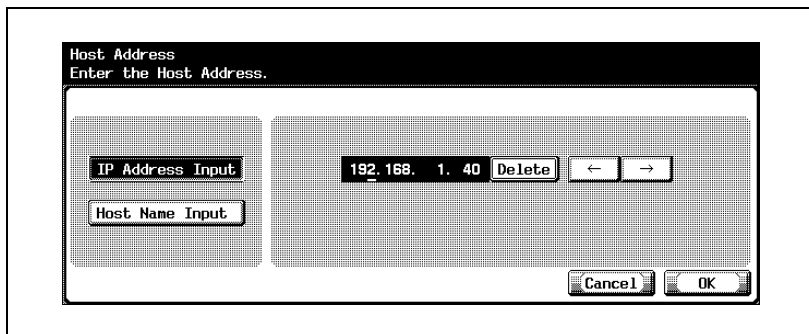
– To specify the host address with the IP address, touch [IP Address Input].
– To specify the host address with the host name, touch [Host Name Input].

3 Enter the host address (IP address or host name (up to 255 characters)).

– To edit the values that you entered with "IP Address Input", touch [◀] or [▶] to move the cursor to the desired area, touch [Delete], and enter the new value.
– To clear all values, press the [C] (clear) key.
– If the host address exceeds 81 characters, touch [Details] to display the Host Address Detail screen with the rest of the host addresses.

4 Touch [OK].

The NTP server address is set.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

🔍
Detail
For the procedure to enter characters using the keyboard that appears on the screen, refer to "Entering text" on page 7-6.

4.24 Status notification settings

Settings for notifying the administrator of the machine's status by e-mail can be specified. The status notification is sent if the e-mail address is entered and if any of the notification conditions are selected.

Status notification parameters

The status notification parameters are as follows:

Item	Description
Notification Address Setting	Sets the e-mail address where notification of the machine's status is to be sent. Use the keyboard that appears in the touch panel to type in the e-mail address (up to 320 characters).
Notification Item Setting	Sets the conditions under which notification of the machine's status is to be sent by email. For details on specifying the settings, refer to "Notification item setting" on page 4-129.
Notification Time Setting	Sets the time when notification of the machine's status is to be sent. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 10 minutes).

Specify the "Printer Location" that is included in the e-mail text of the status notification function in PageScope Web Connection. For details, refer to "IPP" on page 5-96.

To specify status notification settings

1   In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2   In the Network Setting screen, touch [9 Detail Setting].

3   In the Detail Setting screen, touch [3 Status Notification Setting].

– To quit specifying the Utility mode setting, touch [Exit] in the sub display area. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

– Refer to "E-mail TX (SMTP) parameters" on page 4-106 for more details.

The Status Notification Setting screen appears.

4   Specify the desired settings.
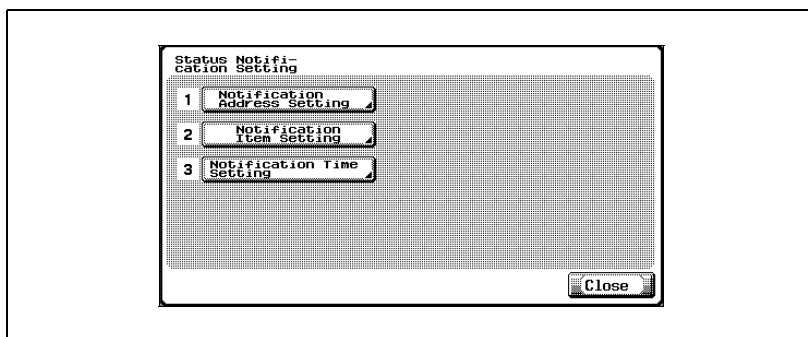
Notification item setting

The conditions under which notification of the machine's status is to be sent by e-mail can be specified.

1 In the Status Notification Setting screen, touch [2 Notification Item Setting].

The Notification Item Setting screen appears.
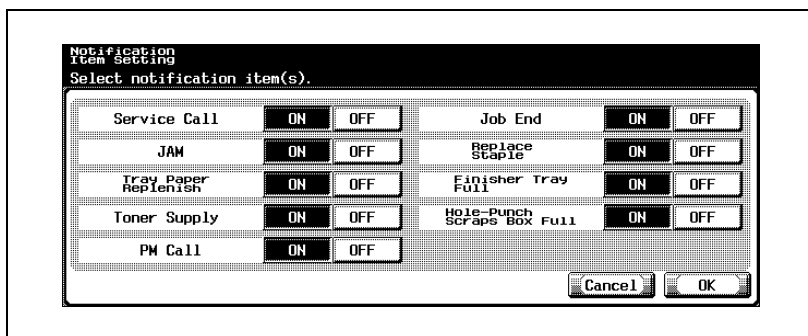
2 Touch [ON] or [OFF] for each item.

3 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The conditions are set for sending notification of the machine's status by e-mail.

4.25   Total counter report setting

You can specify the total counter notification schedule and notification destination.

The settings that can be specified in the total counter screen are described below.

Item	Description
Set Schedule	Specify the period for notifying the total counter. Two types of notification schedules can be specified. For details on specifying the setting, refer to "Schedule setting" on page 4-132.
Set notification addresses.	Specify the e-mail address of the notification destination. The schedule can also be specified per address. For details on specifying the setting, refer to "Notification address setting" on page 4-134.
Device Nickname	Specify the model name that is included in the notification e-mail. Use the keyboard that appears in the touch panel to type in the model name (up to 20 characters).
[Send Now] button	Touch to send the current total counter to the notification destination.

To specify the total counter report settings

1 In the Administrator Setting screen, touch [5 Network Setting].

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [4 Total Counter Report Setting].

   The Total Counter Report Setting screen appears.

4 Specify the desired settings.
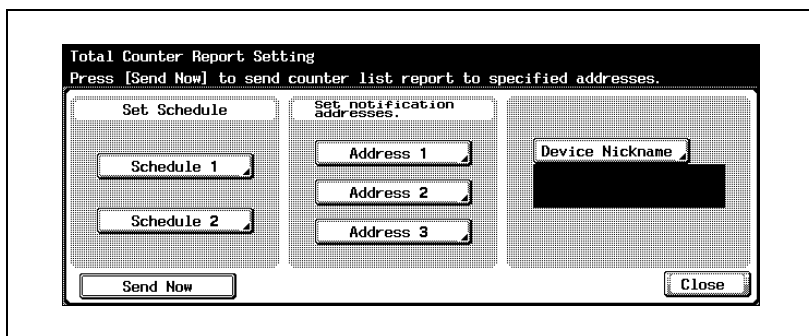
5 Touch [Close].

✎
...
Note
To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

✎
...
Note
To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Schedule setting

You can specify the schedule for sending the total counter. An example for specifying "Schedule1" is described below.

The settings that can be specified are described below.

When "Daily" is specified as the notification period

```
Schedule1
Set interval of day(s)

    Interval Setting        Interval of Day(s)

       Daily
                                     1
       Weekly                       1~31

       Monthly

                                    Cancel      OK
```

Item	Description
Interval of Day(s)	Enter the days each month for sending the schedule. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 31).

When "Weekly" is specified as the notification period

```
Schedule 1
Set interval of week(s) and the day of the week.

    Send Report        Interval of Week(s)      Day of the Week

      Daily                                   Sun   Mon   Tue
                               1
      Weekly                  1~6             Wed   Thu   Fri

      Monthly                                 Sat

                                                 Cancel      OK
```

Item	Description
Interval of Week(s)	Enter the interval of weeks for sending the schedule. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 6).
Day of the Week	Select the day of the week for sending the schedule.

When "Monthly" is specified as the notification period
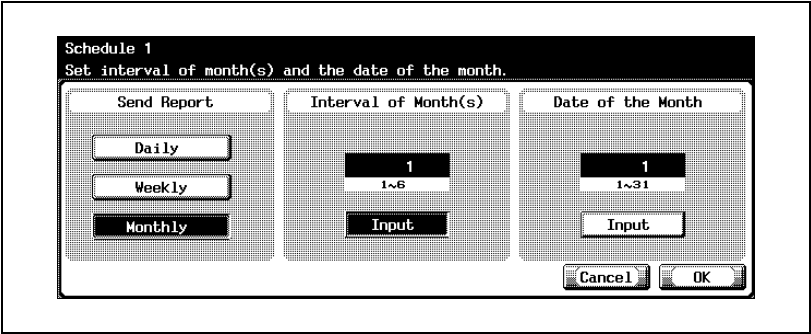
Item	Description
Interval of Month(s)	Enter the interval of months for sending the schedule. To change the value, touch [Input], press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 6).
Date of the Month	Enter the date of the month for sending the schedule. To change the value, touch [Input], press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 31).

To specify the notification address settings

1 In the Total Counter Report Setting screen, touch [Schedule1].

The Schedule1 setting screen appears.

2 Specify the notification period.

3 Touch [OK].

The Total Counter Report Setting screen appears again.

✎ **...**

Note
To cancel changes to the setting, touch [Cancel].

Notification address setting

You can specify the e-mail addresses for sending the total counter. You can specify up to three addresses. An example for specifying "Address1" is described below.

1 In the Total Counter Report Setting screen, touch [Address1].

The Address1 screen appears.

2 Touch [E-Mail Address Edit], and then use the keyboard that appears to type in the e-mail address (up to 255 characters).
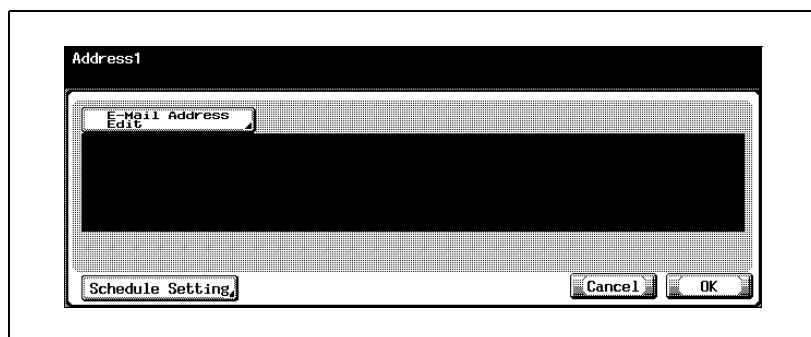
3 Touch [OK].

4 Touch [Schedule Setting].

The Schedule Setting screen appears.

5 Select whether you want to use this schedule to send to this address.

```
Schedule Setting
Set the schedule.
┌─────────────────────────────┬─────────────────────────────┐
│          Schedule1          │          Schedule2          │
│  Interval of Day(s)  :  1   │  Interval of Day(s)  :  1   │
│                             │                             │
│    [   ON   ]  [  OFF  ]    │    [   ON   ]  [  OFF  ]    │
└─────────────────────────────┴─────────────────────────────┘
                                        [ Cancel ]  [  OK  ]
```
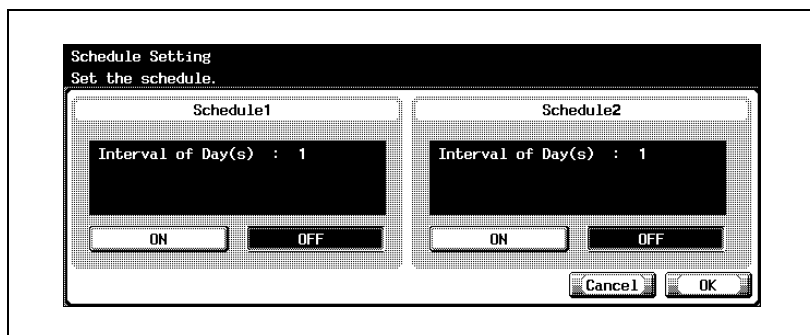
6 Touch [OK], and then touch [OK] in the next screen that appears.

The Total Counter Report Setting screen appears again.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

4.26 PING confirmation

Settings for checking the TCP/IP network using PING can be specified.

PING confirmation parameters

The PING Confirmation parameters are as follows:

Item	Description
PING TX Address	Sets the host address of the device to ping. For details on specifying the settings, refer to "PING TX address" on page 4-138.
Check Connection	Sends a ping to check the connection.

To specify PING confirmation settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [5 PING Confirmation].

The PING Confirmation screen appears.

4 Specify the desired settings.
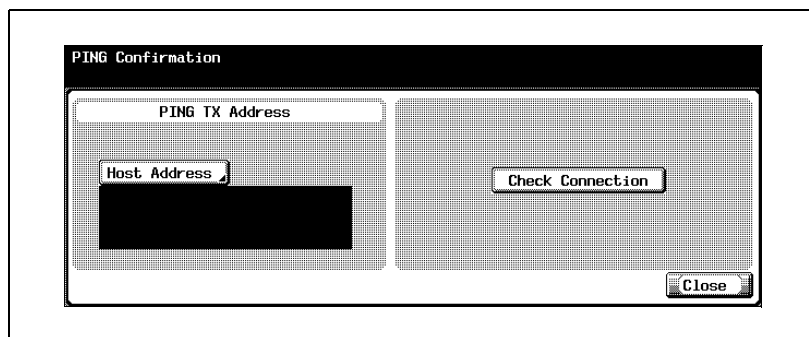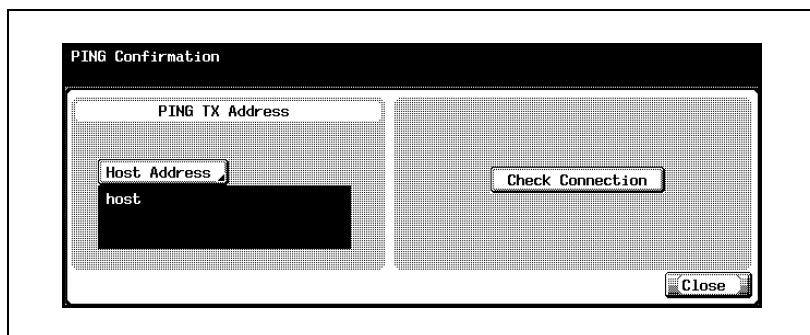
5 Touch [Close].

✎...
Note
To quit specifying the Utility mode setting, touch [Exit] in the sub display area. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

PING TX address

The host address of the device to ping can be specified.

1   In the PING Confirmation screen, touch [Host Address].

The Host Address screen appears.

```
Host Address
Enter the Host Address.

  [←] [→] [De-
            lete]

IP Address Input    [1][2][3][4][5][6][7][8][9][0][-]
                    [q][w][e][r][t][y][u][i][o][p]
Host Name Input     [a][s][d][f][g][h][j][k][l]
                    [z][x][c][v][b][n][m][.]    [Shift]

                             [Cancel]    [OK]
```

2   Touch [IP Address Input] or [Host Name Input].

–   To specify the host address with the IP address, touch [IP Address Input].

–   To specify the host address with the host name, touch [Host Name Input].

–   If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP settings" on page 4-59.

3   Enter the host address (IP address or host name (up to 255 characters)).

–   To edit the values that you entered with "IP Address Input", touch [◀] or [▶] to move the cursor to the desired area, touch [Delete], and enter the new value.

–   To clear all values, press the [C] (clear) key.

–   If the host address exceeds 81 characters, touch [Details] to display the Host Address Detail screen with the rest of the host addresses.

4   Touch [OK].

The PING TX address is set.

✎ **. . .**

Note
To cancel changes to the setting, touch [Cancel].

🔍

Detail
For the procedure to enter characters using the keyboard that appears on the screen, refer to "Entering text" on page 7-6.

4.27 SLP settings

The use of SLP can be enabled or disabled. If set to "Enable", devices can be searched using TWAIN. If set to "Disable", device cannot be searched.

To specify SLP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [6 SLP Setting].

The SLP Setting screen appears.

4 Touch [Enable] or [Disable].
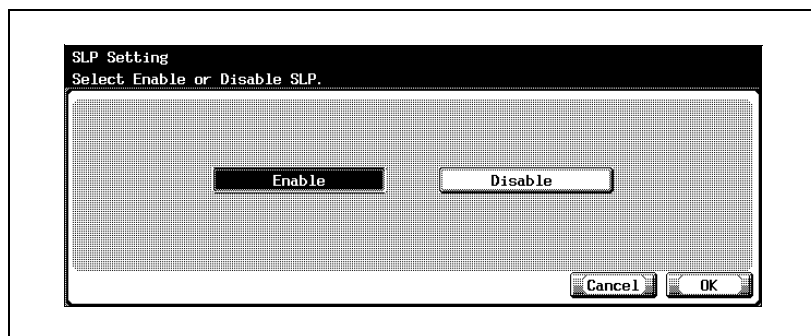
5 Touch [OK].

The use of SLP is enabled or disabled.

✎ **. . .**
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.28 LPD settings

The use of LPD when printing can be enabled or disabled.

To specify LPD settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [7 LPD Setting].

The LPD Setting screen appears.

4 Touch [Enable] or [Disable].
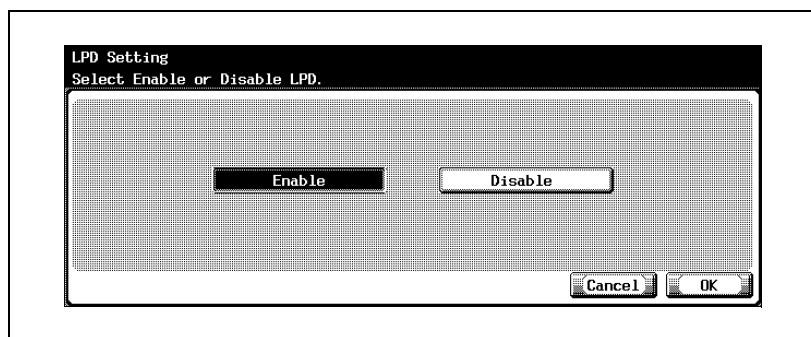
5 Touch [OK].

The use of LPD is enabled or disabled.

✎
...
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.29 Prefix/Suffix settings

The registered characters can be added to the e-mail address that is specified when sending e-mail. This eliminates having to enter characters that are often entered such as the same domain name.

Prefix/Suffix parameters

The prefix/suffix parameters are as follows:

Item	Description
ON/OFF Setting	E-mail addresses are registered with "Notification Address Setting", a parameter for specifying notification of the machine's status. This parameter sets whether to enable the prefix/suffix function.
Prefix/Suffix Setting	Registers the character strings that are used by the prefix/suffix function. For details on specifying the settings, refer to "Prefix/Suffix settings" on page 4-142.

To specify the prefix/suffix settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [9 Detail Setting].

3 In the Detail Setting screen, touch [8 Prefix/Suffix Setting].

The Prefix/Suffix Setting screen appears.

4 Specify the desired settings.

```
ON/OFF Setting
Select [ON] to enable Prefix/Suffix settings.



        [      ON      ]        [      OFF      ]




                              [ Cancel ]  [   OK   ]
```
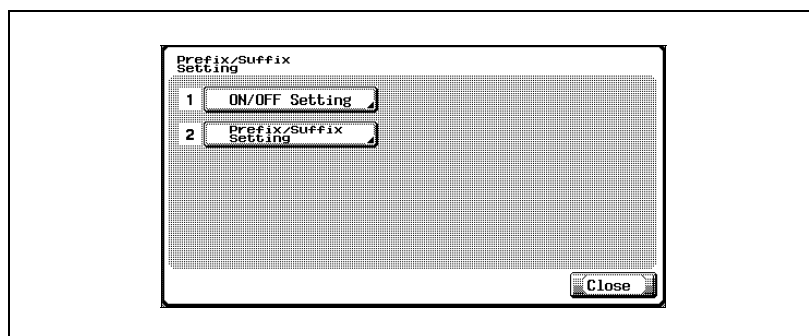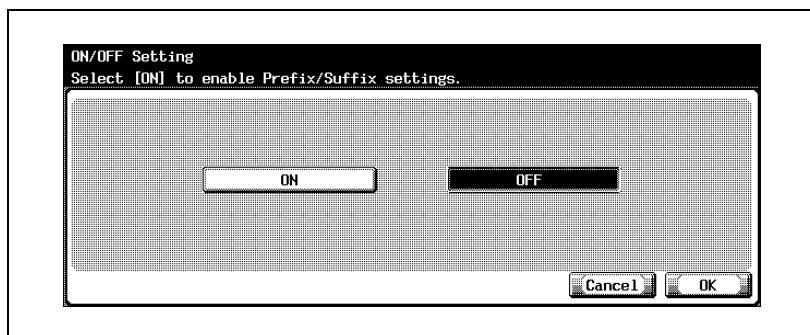
The prefix/suffix is set.
If [ON] is selected, continue with the registration of prefixes/suffixes.

✎
Note
To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

Prefix/Suffix setting

The character strings that are used by the prefix/suffix input function can be registered.

1   In the Prefix/Suffix Setting screen, touch [2 Prefix/Suffix Setting].

The Prefix/Suffix Setting screen appears.

2   Touch [Prefix].

The Prefix screen appears.
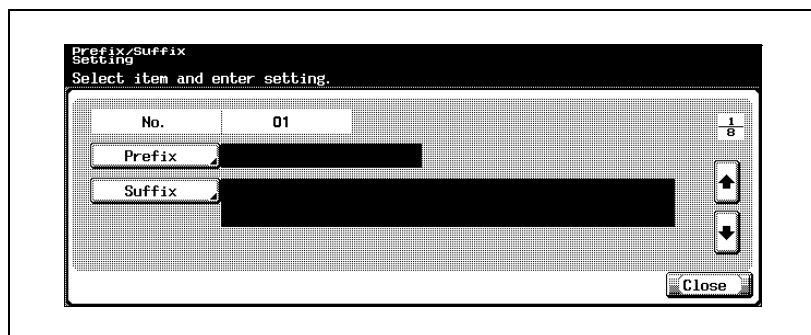
3   Enter the character string that is to be used as a prefix (up to 20 characters).

–   For the procedure to enter characters, refer to "Entering text" on page 7-6.
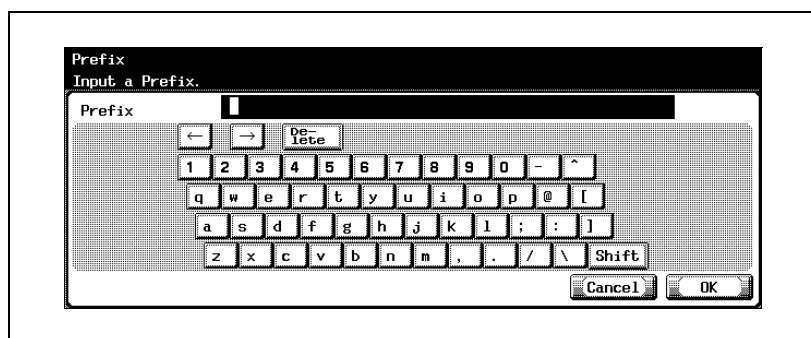
4 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The prefix is set.

```
Prefix/Suffix
Setting
Select item and enter setting.

        No.            01                                 1
                                                          ─
                                                          8
      Prefix      aaa
      Suffix

                                              Close
```
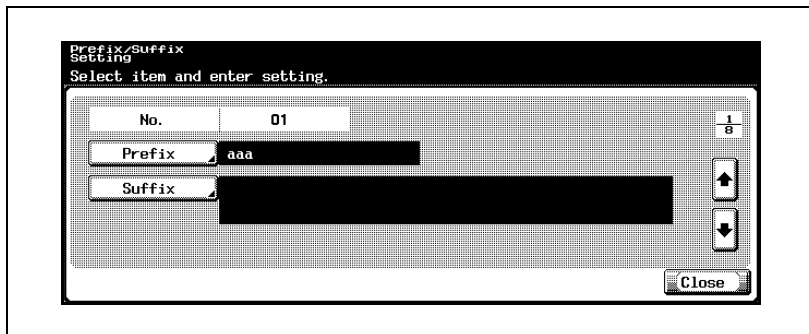
5 Touch [Suffix].

The Suffix screen appears.

6 Enter the character string that is to be used as a suffix (up to 64 characters).

– For the procedure to enter characters, refer to "Entering text" on page 7-6.

7 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The suffix is set.

8 Touch [Close].

✎ ...

Note

When [Administrator Setting] - [System Connection] - [Fax Server Setting] is enabled, register the address to be added to the fax number in "01" of "No.".

For the address to be registered, refer to instruction manual of the fax server.

4.30   Job for the disable proof

When this machine is to be connected to an SSL server as a client, you can specify the operation method when the validation of the SSL server certificate has expired.

Item	Description
Continue	The job continues even when the validation of a server cer- tification has expired.
Delete the Job	The job is deleted when the validation of a server certifica- tion has expired.

✎ **. . .**
Note
The functions that can be specified are described below.
SMTP over SSL
POP over SSL
LDAP over SSL

To specify the job for the disable proof settings

1   In the Administrator Setting screen, touch [5 Network Setting].

2   In the Network Setting screen, touch [9 Detail Setting].

3   In the Detail Setting screen, touch [9 Job for the disable proof].

   The Job for the disable proof screen appears.

4   Select the job process method when disabled.
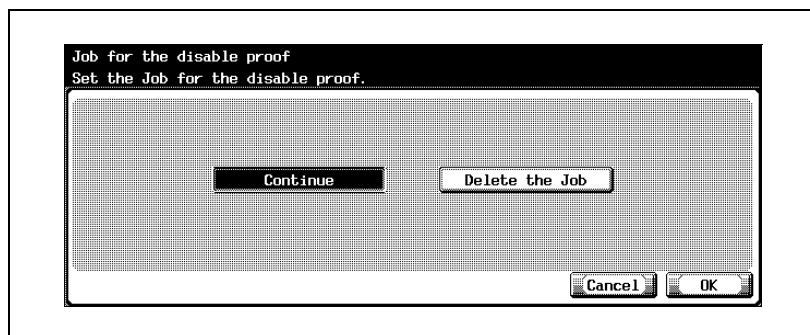
5   Touch [OK].

✎ **. . .**

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

✎ **. . .**

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.31 SNMP settings

SNMP settings can be specified.

SNMP parameters

The SNMP parameters are as follows:

Item	Description
SNMP Setting	Specify whether to use SNMP.
SNMP v1/v2c(IP)	Select whether to use SNMP v1/v2c (IP).
SNMP v3(IP)	Select whether to use SNMP v3 (IP).
SNMP v1(IPX)	Select whether to use SNMP v1 (IPX).
UDP Port Number	Specify the UDP port number. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).
[v1/v2c Setting]	Specify when you want to select v1 or v2c. For details on specifying the setting, refer to "v1/v2c setting" on page 4-150.
[v3 Setting]	Specify when v3 is selected. For details on specifying the setting, refer to "v3 setting" on page 4-151.

The v1/v2c settings that can be specified are described below.

Item	Description
Write Setting	Specify whether to enable the write setting.
Read Community Name	Specify the read community name. The default setting is "public". Use the keyboard that appears in the touch panel to type in the read community name.
Write Community Name	Specify the write community name. The default setting is "private". Use the keyboard that appears in the touch panel to type in the write community name.

To specify SNMP settings

1 In the Administrator Setting screen, touch [5 Network Setting]. (Refer to page 4-10 for more details.)

2 In the Network Setting screen, touch [0 SNMP Setting].

The SNMP Setting screen appears.

3 Specify the desired settings.
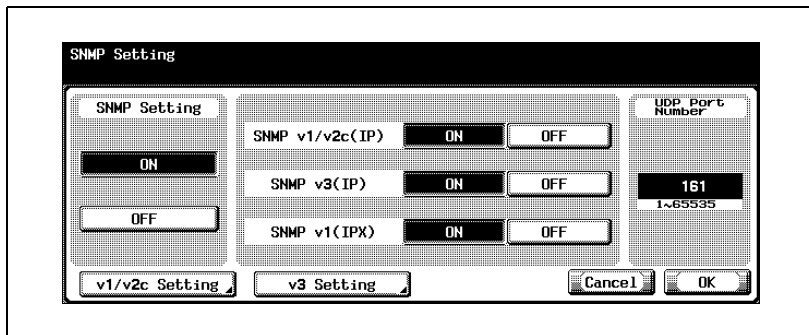
4 Touch [OK].

The SNMP is set.

v1/v2c setting

1 In the Network Setting screen, touch [v1/v2c Setting].

2 Specify the settings for v1/v2c.
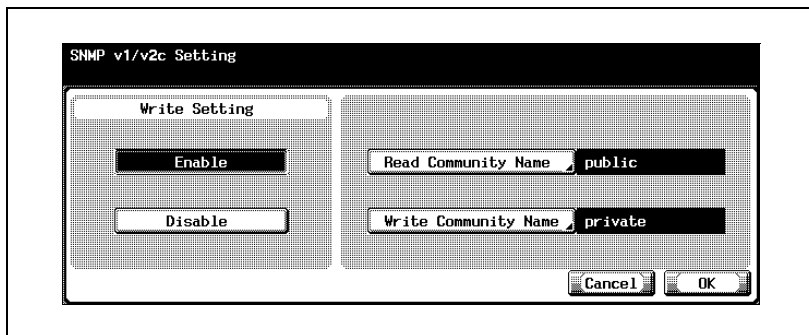
3 Touch [OK].

The SNMP Setting screen appears again.

v3 setting

The settings that can be specified are described below.

SNMP v3 Setting screen 1/3

Item	Description
Context Name	Specify the context name. Use the keyboard that appears in the touch panel to type in the context name (up to 63 characters).
Discovery User	Select whether to enable the Discovery User setting.
Discovery User Name	Specify the discovery user name. Use the keyboard that appears in the touch panel to type in the discovery user name (up to 32 characters).

SNMP v3 Read Setting screen 2/3
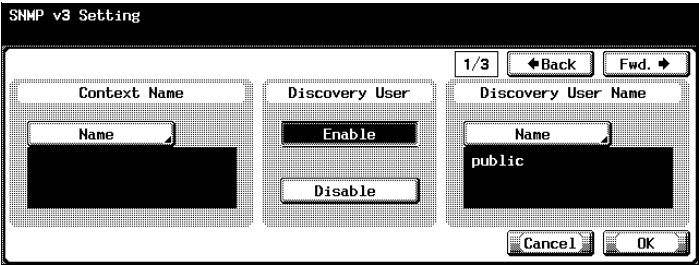
Item	Description
Read User Name	Specify the read user name. Use the keyboard that appears in the touch panel to type in the read user name (up to 32 characters).
Security Level	Select the authentication security level.
Read User Password	Specify the authentication password. Use the keyboard that appears in the touch panel to enter each password for the security level (up to 32 characters). If "auth-password" is selected, enter the password only in auth-password. If "priv-password" is selected, enter both passwords.

SNMP v3 Write Setting screen 3/3

Item	Description
Write User Name	Specify the write user name. Use the keyboard that appears in the touch panel to type in the write user name (up to 32 characters).
Security Level	Select the authentication security level.
Write User Password	Specify the authentication password. Use the keyboard that appears in the touch panel to enter each password for the security level (up to 32 characters). If "auth-password" is selected, enter the password only in auth-password. If "priv-password" is selected, enter both passwords.
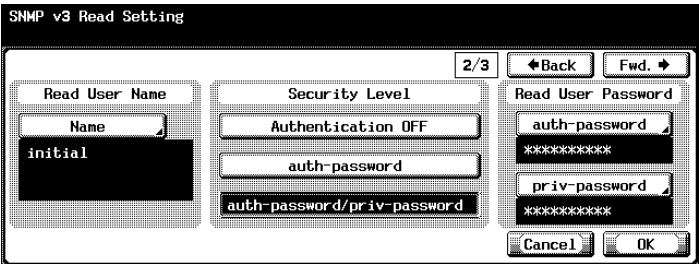
To specify the v3 settings

1 In the Network Setting screen, touch [v3 Setting].

SNMP v3 Setting screen 1/3 appears.

2 Specify the desired settings.

3 Touch [Fwd.■].

SNMP v3 Setting screen 2/3 appears.

4 Specify the desired settings.

5 Touch [Fwd.■].

SNMP v3 Setting screen 3/3 appears.

6 Specify the desired settings.

```
┌─────────────────────────────────────────────────────────────┐
│ SNMP v3 Write Setting                                        │
│                                                              │
│                          3/3    ◆Back    Fwd. ◆             │
│   Write User Name       Security Level    Write User Password│
│     Name          Authentication OFF        auth-password   │
│  restrict                                                    │
│                      auth-password          priv-password   │
│               auth-password/priv-password                    │
│                                           Cancel      OK     │
└─────────────────────────────────────────────────────────────┘
```
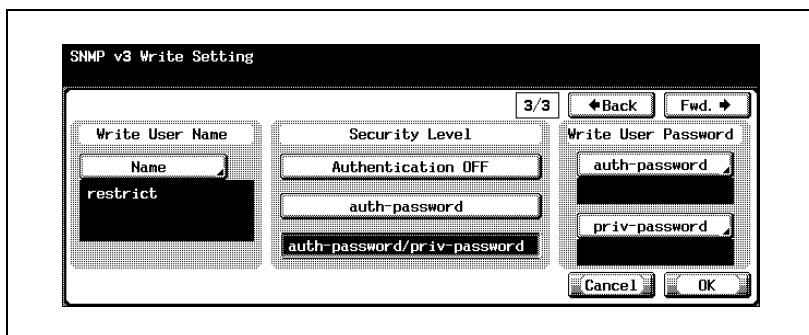
7 Touch [OK].

The SNMP Setting screen appears again.

✎...

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.32　Bonjour setting

You can specify the Bonjour setting.

Bonjour Setting screen

Item	Description
Bonjour Setting	Select whether to enable the Bonjour setting. If "OFF" is selected under "TCP Socket Setting", some of the programs on your computer may not be usable.
Bonjour Name	Specify the name that is used for the Bonjour setting. Use the keyboard that appears in the touch panel to type in the name (up to 63 characters).

To specify the bonjour settings

1 In the Administrator Setting screen, touch [5 Network Setting].

2 In the Network Setting screen, touch [Fwd.◼], and then touch [1 Bonjour Setting].

The Bonjour Setting screen appears.

3 Specify the desired settings.
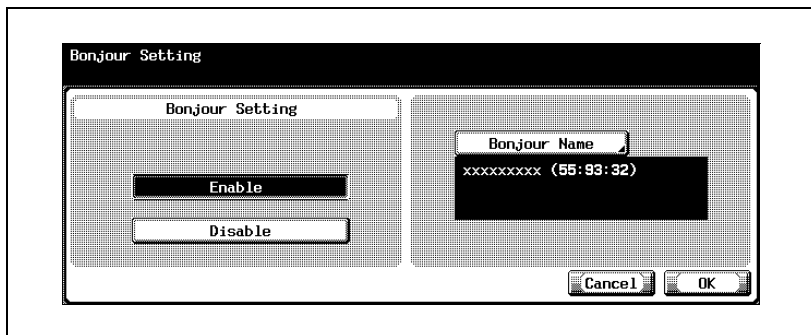
4 Touch [OK].

✎
. . .

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

✎
. . .

Note

To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

4.33　TCP socket setting

You can specify the TCP socket settings. The TCP socket is used for the computer programs and the data transmission of this machine.

The settings that can be specified are described below.

TCP Socket Setting screen 1/2

Item	Description
TCP Socket Setting	Select whether to use the TCP socket setting. If "OFF" is selected under "TCP Socket Setting", some of the programs on your computer may not be usable.
Port Number	Specify the port number that is used. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

TCP Socket Setting screen 2/2

Item	Description
TCP Socket (ASCII Mode)	Select whether to use the TCP Socket (ASCII Mode) setting.
Port Number (ASCII Mode)	Specify the port number that is used with the ASCII mode. To change the value, press the [C] (clear) key, and then use the keypad to type in the value (between 1 and 65535).

To specify the TCP socket settings

1　In the Administrator Setting screen, touch [5 Network Setting].

2　In the Network Setting screen, touch [Fwd. ▶], and then touch [2 TCP Socket Setting].

　　TCP Socket Setting screen 1/2 appears.

3　Specify the desired settings.
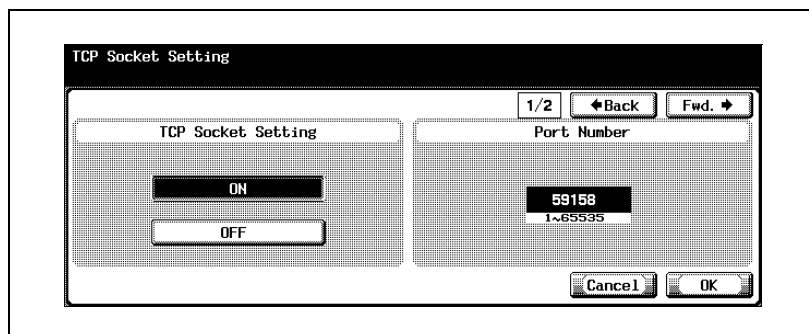
4   Touch [Fwd.▇].

TCP Socket Setting screen 2/2 appears.

5   Specify the desired settings.

```
TCP Socket Setting

                                      2/2    ◀Back    Fwd. ➡
     TCP Socket(ASCII Mode)            Port Number(ASCII Mode)

            ON
                                              59160
            OFF                               1~65535

                                          Cancel      OK
```
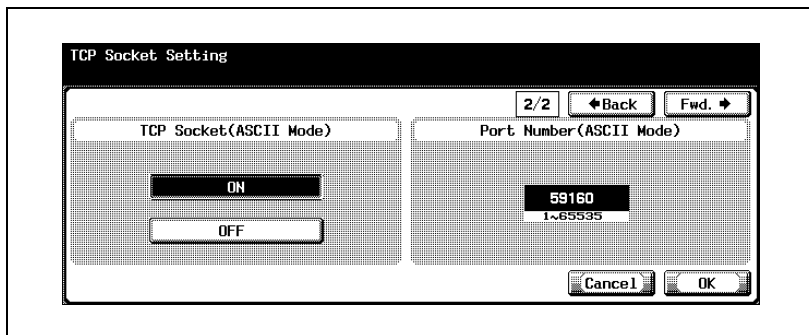
6   Touch [OK].

✎
. . .
Note
To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

✎
. . .
Note
To cancel changes to the setting, touch [Cancel].

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.

When a certificate is set to "Enable" on this machine, the [SSL Setting] or [Port Number (SSL)] screen appears. To perform SSL transmission, specify the settings.

To perform external server authentication on this machine, the TCP socket SSL settings are required to access this machine from the application that is using the TCP socket.

4.34 OpenAPI settings

Specify whether or not the interface is open to software with a function for communicating with the copier. The settings for "Access Setting", "Port No.", "SSL", and "Authentication" of OpenAPI can be changed.

Access setting

Sets whether to permit access from other systems that use OpenAPI. (Default setting: Allow)

1 In the Administrator Setting screen, touch [System Connection]. (Refer to page 4-10 for more details.)

2 In the System Connection screen, touch [1 OpenAPI Setting].

3 In the OpenAPI Setting screen, touch [Access Setting].

Buttons for selecting settings appear.
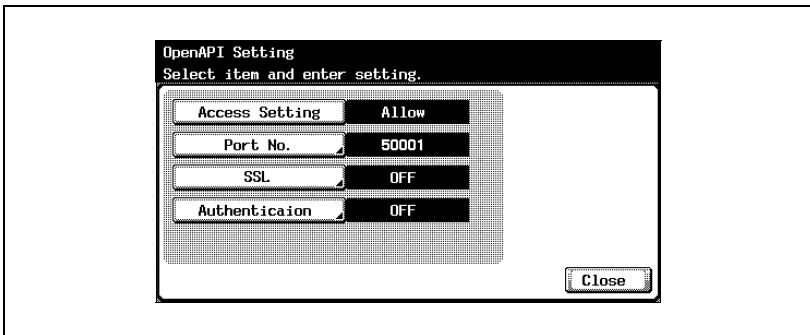
4 Touch the desired selection key.

– To permit access using OpenAPI, touch [Allow].
– To prohibit access using OpenAPI, touch [Restrict].

Access using OpenAPI is set to be permitted or prohibited.

Port no.

Specify the port number that other systems access using OpenAPI (initial port number: 50001, initial port number (SSL): 50003).

1 In the Administrator Setting screen, touch [System Connection]. (Refer to page 4-10 for more details.)

2 In the System Connection screen, touch [1 OpenAPI Setting].

3 In the OpenAPI Setting screen, touch [Port No.].

The OpenAPI Port Setting screen appears.

```
OpenAPI Port Setting
Enter OpenAPI Port number using keypad.

        Port No.                    Port Number (SSL)


          50001                          50003
          1~65535                        1~65535



                                        Cancel      OK
```
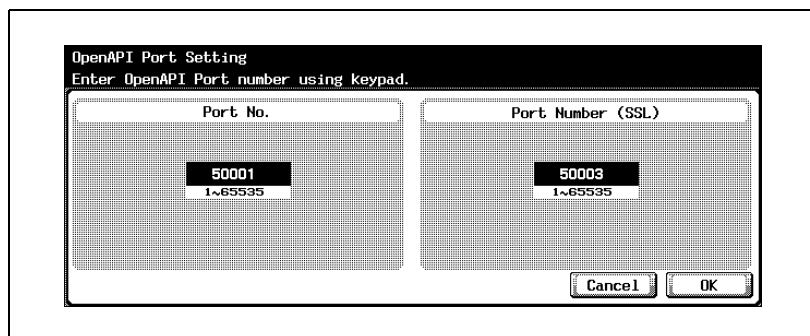
4 Press the [C] (clear) key to erase the value, and then use the keypad to type in the value (between 1 and 65535).

– If a value outside of the allowable range is specified, the message "Input Error" appears. Type in a value within the allowable range.

5 Touch [OK].

– To cancel changes to the setting, touch [Cancel].

The port number that other systems access using OpenAPI is set.

✎ **...**

Note

If the port number for SSL communication is specified, the certificate must be pre-installed from PageScope Web Connection. For details, refer to "SSL/TLS" on page 5-118.

Specifying settings from the control panel

SSL

Specify whether to encrypt with SSL access from other systems that use OpenAPI. (Default setting: OFF)

1 In the Administrator Setting screen, touch [System Connection]. (Refer to page 4-10 for more details.)

2 In the System Connection screen, touch [1 OpenAPI Setting].

3 In the OpenAPI Setting screen, touch [SSL].
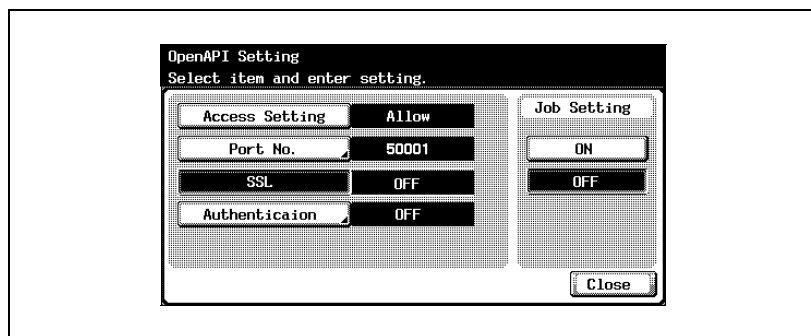
4 Touch the desired key.

SSL encryption is enabled or disabled.

✎
...
Note
To use SSL, a certificate must be issued from PageScope Web Connection in advance. For details, see "SSL/TLS" on page 5-118.

Authentication

Specify whether to use authentication for access from other systems that use OpenAPI. (Default setting: ON)

1 In the Administrator Setting screen, touch [System Connection]. (Refer to page 4-10 for more details.)

2 In the System Connection screen, touch [1 OpenAPI Setting].

3 In the OpenAPI Setting screen, touch [Authentication].

The OpenAPI Setting screen appears.
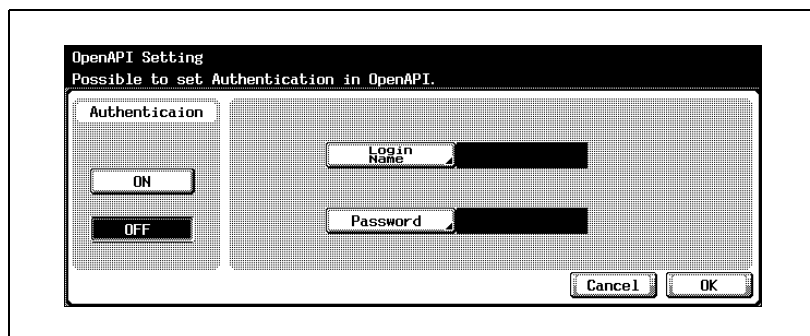
4 Touch the desired key under "Authentication".

– If "ON" is selected, proceed to step 5 and enter the login name and password.
– If "OFF" is selected, proceed to step 9.

5 Touch [Login Name].
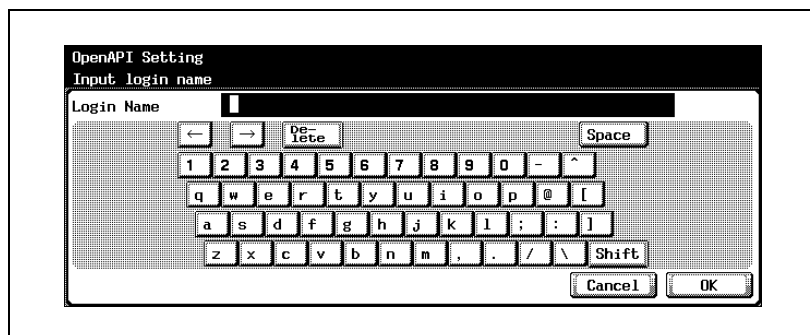
6 Enter the login name (up to 8 characters), and then touch [OK].

The login name is set.

7 Touch [Password].

8 Enter the password (up to 8 characters), and then touch [OK].

The user password is set.

9 Touch [OK].

The authentication function when OpenAPI is used is set.

✎ **. . .**

Note
To cancel changes to the setting, touch [Cancel].

🔍

Detail
For the procedure to enter characters, refer to "Entering text" on page 7-6.

4.35 External server authentication

If performing user authentication using an external server, multiple settings are required depending on the type of server being used. Specify the settings by using the following procedure as reference.

You can specify the external server authentication settings according to the network environment that is to be used.

Item	Description (reference)
Active Directory	Specify when using Windows 2000 Server, 2003 Server.
NTLM v1 or NTLM v2	Specify when using Windows NT 4.0 Server. NTLM v2 is available from Windows NT 4.0 (Service Pack 4).
NDS	Specify when using NetWare 5.1 or NetWare 6.0.

✎ . . .
Note
In the future, the operating system may be updated or a new operating system may be released. For details, refer to the manual of the operating system.

Using active directory

Before specifying the settings, prepare the information described below.
- Administrator password (required)
- MFP IP address (required)
- Subnet mask (required)
- Default gateway
- Priority DNS server address (required)
- Substitute 1 DNS server address
- Substitute 2 DNS server address
- DNS default domain name
- DNS host name
- Active Directory default domain name (required)
- NTP server (Time Adjustment Setting) address
- List of the users for authentication (required)

Q

Detail

When "Active Directory" is selected under "External Server Authentication", specify a password with one character or more. If a password is not specified, authentication will fail.

Do not use " " " and "+" in the external server password. For details on the operating conditions of an external server, ask the network administrator.

If "Password Rules" is enabled, a password with less than 8 characters cannot be registered. For details on the password rules, refer to User manual [Copy Operations].

To perform user authentication by using an external server, touch [ON (External Server)], and then specify the server type. Up to 20 servers can be registered in "Active Directory".

When "Active Directory" is specified, [Domain Name] is displayed in the User Authentication screen and you can log in by selecting a server from the servers registered in "Active Directory".

To specify the external server authentication settings

1 Display the Administrator Setting screen.

2 In TCP/IP Setting screen 2/5 from the Network Setting screen, specify the following settings.

– IP Address
– Subnet Mask
– Default Gateway

3 In TCP/IP Setting screen 3/5 from the Network Setting screen, specify the following settings. Specify the DNS server that is connected to "Active Directory".

– Priority DNS Server
– Substitute 1 DNS Server
– Substitute 2 DNS Server

4 In TCP/IP Setting screen 4/5 from the Network Setting screen, specify the following settings.

– DNS Default Domain Name

5 In TCP/IP Setting screen 5/5 from the Network Setting screen, specify the following settings as necessary.

– Dynamic DNS
– Host Name

6 In [Administrator Setting] — [User Authentication/Account Track] — [Authentication Method], specify the following settings.

– Specify "On (External Server)" in User Authentication.
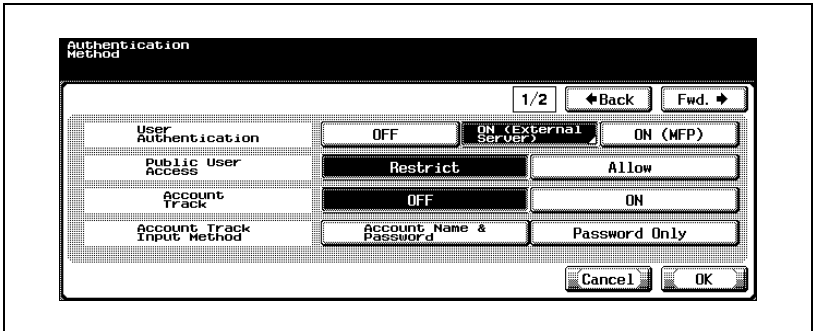
– Specify "Active Directory" in External Server Type.
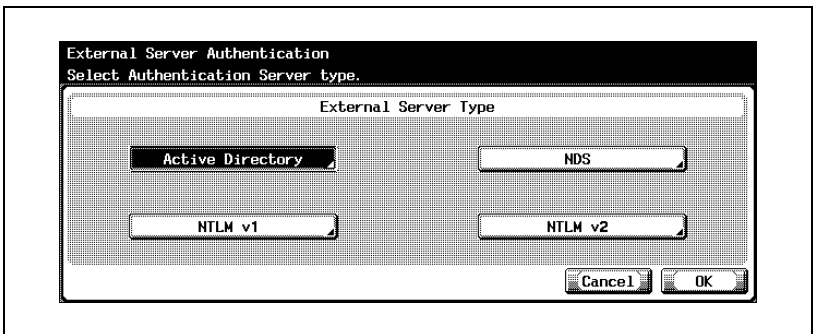
– Specify the domain name and the default setting.
– For "Active Directory", select the domain name from multiple names.
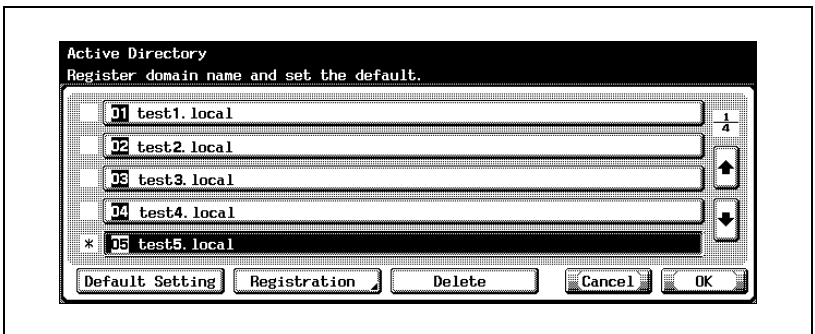
7 In [Administrator Setting] — [1 System Setting] — [3 Date/Time Setting], specify the following settings.

– Specify the current time and time zone.

```
Date/Time Setting
Set current date and time using keypad and press [OK] to start the clock.

Current
Time        07:07                                      Time Zone

    Year   2005    Month   11    Day   24              +00:00
                                                    -12:00~13:00
    Hour   07    Minute   07                          -      +


                                              Cancel        OK
```

✎ **. . .**

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

For the TCP/IP setting procedure, refer to "TCP/IP settings" on page 4-59.

For the user authentication and account track setting procedure, refer to User manual [Copy Operations].

For the date and time setting procedure, refer to User manual [Copy Operations].

✎ **. . .**

Note

If the NTP server (Time Adjustment Setting) settings are specified, the exact time can be set on this machine over a network. For details, refer to "Time adjustment settings" on page 4-123.

Using Novell NDS

Before specifying the settings, prepare the information described below. The settings can be specified with Novell NDS Netware Server 4.0 or later.
● Administrator password (required)
● Default NDS tree name (required)
● Default NDS context name (required)
● List of the users for authentication (required)

✎

Detail

Do not use " " " and "+" in the external server password. For details on the operating conditions of an external server, ask the network administrator.

If "Password Rules" is enabled, a password with less than 8 characters cannot be registered. For details on the password rules, refer to User manual [Copy Operations].

To specify the settings for using Novell NDS

1 Display the Administrator Setting screen.

2 In [Administrator Setting] — [User Authentication/Account Track] — [Authentication Method], specify the following settings.

– Specify "On (External Server)" in User Authentication.

– Specify "NDS" in External Server Type.

```
External Server Authentication
Select Authentication Server type.
┌─────────────────── External Server Type ───────────────────┐
│                                                             │
│    ┌─ Active Directory ─┐        ┌───────── NDS ─────────┐  │
│                                                             │
│    ┌───── NTLM v1 ──────┐        ┌──────── NTLM v2 ───────┐ │
│                                                             │
│                                      ┌─Cancel─┐  ┌── OK ──┐ │
└─────────────────────────────────────────────────────────────┘
```
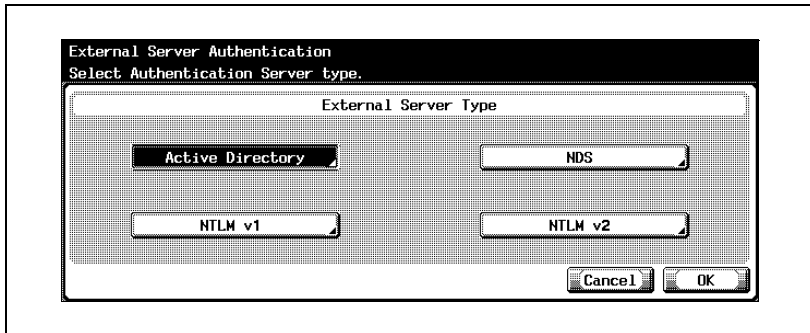
– Enter the NDS server tree name and context name.

```
NDS
┌───────────────────────────────────────────────────────┐
│                                                         │
│   ┌─ Default NDS ──┐                                    │
│   │  Tree Name     │                                    │
│                                                         │
│   ┌─ Default NDS ──┐                                    │
│   │ Context Name   │                                    │
│                                                         │
│                                      ┌── Close ──┐      │
└───────────────────────────────────────────────────────┘
```

✎ **...**

Note

To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

For the user authentication and account track setting procedure, refer to User manual [Copy Operations].

Using NTLM v1/NTLM v2

Before specifying the settings, prepare the information described below.
● Administrator password (required)
● Default domain name (required)
● List of the users for authentication (required)

$\mathbb{Q}$

Detail

Do not use " " " and "+" in the external server password. For details on the operating conditions of an external server, ask the network administrator.

If "Password Rules" is enabled, a password with less than 8 characters cannot be registered. For details on the password rules, refer to User manual [Copy Operations].

To specify the settings for using NTLM v1/NTLM v2

1 Display the Administrator Setting screen.

2 In [Administrator Setting] — [User Authentication/Account Track] — [Authentication Method], specify the following settings.

– Specify "On (External Server)" in User Authentication.

– Specify "NTLM v1" or "NTLM v2" in External Server Type.
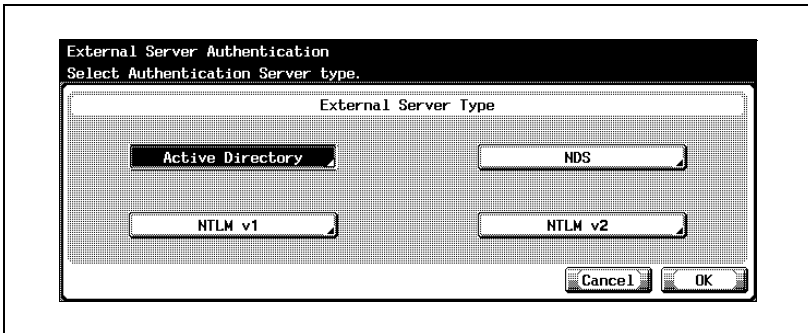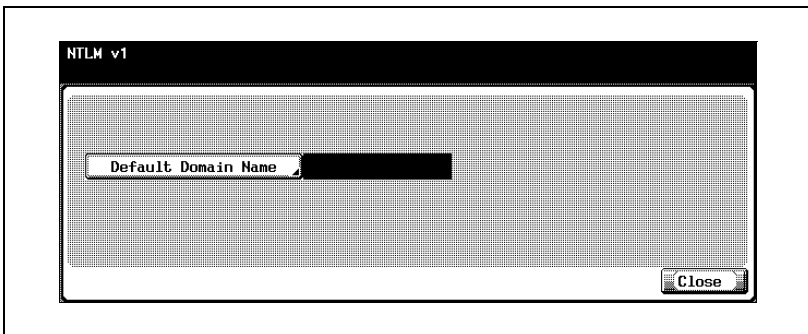
```
External Server Authentication
Select Authentication Server type.
┌──────────────────────────────────────────────────┐
│                 External Server Type               │
│                                                    │
│    ▐ Active Directory ▌         ▐     NDS      ▌   │
│                                                    │
│    ▐    NTLM v1      ▌          ▐   NTLM v2    ▌   │
│                                                    │
│                              ▐Cancel▌  ▐  OK  ▌    │
└──────────────────────────────────────────────────┘
```

– Enter the default domain name.

```
NTLM v1
┌──────────────────────────────────────────────────┐
│                                                    │
│    ▐ Default Domain Name ▌                         │
│                                                    │
│                                                    │
│                                      ▐  Close  ▌   │
└──────────────────────────────────────────────────┘
```

✎ . . .
Note
To display the Administrator Setting screen, refer to "To display the administrator setting screen" on page 4-10.

For the user authentication and account track setting procedure, refer to User manual [Copy Operations].

✎ . . .
Note
NTLM v2 is available from Windows NT 4.0 (Service Pack 4).

5 Specifying settings Using PageScope Web Connection

5 Specifying settings Using PageScope Web Connection

5.1 Items that can be specified using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server built into the device. Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

When changing settings, operations such as typing text can be performed more easily from your computer.

The following network and Scan function settings can be specified.

User mode

The following settings can be specified by all users.

Item		Description
System tab	User Authentication - User Password Change	The setting can be specified when logged in with user authentication. The password of the currently logged in user can be changed.
	User Authentication - User Information	The user information can be viewed when logged in with user authentication. The information of the currently logged in user can be checked.
	Account Track Information	The information of a registered account can be checked.
Scan tab	Address Book	Registers abbreviated destinations in the address book.
	Group	Registers multiple destinations as a single destination.
	Program	Registers scan settings in addition to destinations.
	Temporary One-Touch	Registers temporary destinations.
	Subject	Selects or edits the subject used by the e-mail function.
	Text	Selects or edits the body text used by the e-mail function.

Administrator mode

The following more advanced settings can be specified by the administrator.

Item		Description
System tab	Network TWAIN	Sets the control panel lock time when using the TWAIN scan function from the computer.
	User Authentication — User Registration	Adds and registers new users.
	User Authentication — Default Function Permission	Specifies whether to allow the functions that can be operated by a registered user.
	Account Track Information	Adds and registers new accounts.
Scan tab	Prefix/Suffix	Registers the prefix and suffix that are provided as destination information when sending e-mail.
	Import/Export	Imports or exports the address book data.
	Other	Sets access restrictions on the address book.
Network tab	TCP/IP Setting	Specifies TCP/IP settings.
	IP Filtering	Sets the IP address filter function.
	NetWare Setting	Specifies NetWare settings.
	NetWare Status	Used to check the NetWare status.
	IPP Setting	Specifies IPP print settings.
	FTP Setting — TX	Specifies client settings such as the FTP proxy server.
	FTP Setting — Server	Specifies FTP server settings.
	SNMP Setting	Specifies SNMP settings.
	SMB Setting — WINS Setting	Specifies the WINS settings.
	SMB Setting — Client Setting	Specifies the client settings such as the server being used.
	SMB Setting — Print Setting	Specifies SMB print settings.
	Apple Talk Setting	Specifies AppleTalk settings.
	Bonjour Setting	Specifies the Bonjour settings.
	LDAP Setting	Specifies settings for connecting to the LDAP server.
	LDAP Server Registration	Register the LDAP server for performing searches.
	Email Setting — E-Mail RX (SMTP)	Specifies the e-mail authentication settings.
	E-Mail Setting — E-Mail TX (SMTP)	Specifies e-mail send settings.

Item		Description
	E-Mail Setting — I-Fax Custom Setting	Specifies the settings when using the Internet fax function. For details, refer to User manual [Facsimile Operations].
	Network Fax Setting	Specifies the settings when using the network fax function. For details, refer to User manual [Facsimile Operations].
	SSL/TLS	Specifies SSL/TLS settings. The procedure to create certificates is also explained.
	SSL/TLS — Processing Method	Specifies the job processing method when SSL certificate is disabled.
	Authentication — User Authentication/Account Track	Specifies the user authentication and account track settings.
	Authentication — Auto Logout	Specifies the auto logout time for the Administrator mode and User mode.
	OpenAPI Setting	Sets OpenAPI.
	TCP Socket Setting	Specifies the TCP socket settings.

5.2 Using PageScope Web Connection

Operating environment

Item	Operating environment
Network	Ethernet (TCP/IP)
Computer application program	Compatible Web browsers: Microsoft Internet Explorer Ver.6 or later recommended (*) (JavaScript enabled and Cookie enabled), Netscape Navigator Ver.7.02 or later (JavaScript enabled and Cookie enabled) Macromedia® Flash® (plug-in version 7.0 or later required if "Flash" is selected as the display format) (*) If Internet Explorer Ver. 5.5 is being used, Microsoft XML parser MSXML3.X must be installed.

Detail

*PageScope Web Connection is a device management utility supported
by the HTTP server built into the device.
Using a Web browser on a computer connected to the network, machine
settings can be specified from PageScope Web Connection.*

*For details on the display formats, refer to "Logging on and logging off"
on page 5-10.*

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

1 Start the Web browser.

2 In the Address bar, type the IP address of this machine, and then press
the [Enter] key.

Detail

*Below is the URL after SSL/TLS is enabled.
https://<IP_address_of_the_machine>/Redirected to "https://" even if
"http://" is entered.*

✎ **...**

Note

*If user authentication is enabled, a page for entering the user name and
password appears before you can operate the machine.*

Page structure

The page that appears immediately after PageScope Web Connection is accessed is called the User mode page.

The configuration of the PageScope Web Connection page is shown below.
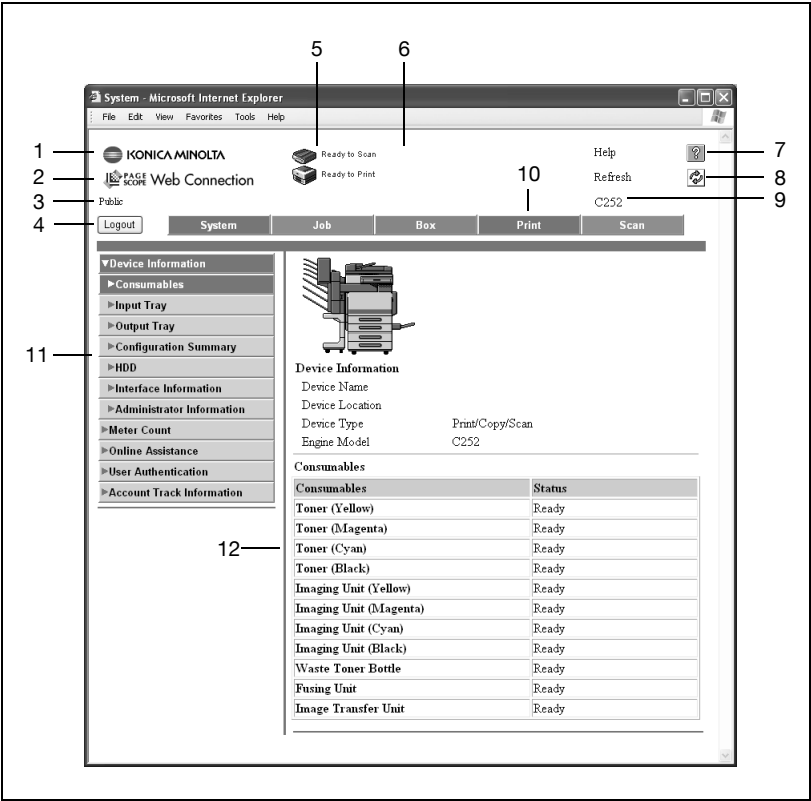
No.	Item	Description
1	KONICA MINOLTA Logo	Click the logo to go to the Konica Minolta Web site at the following URL. http://konicaminolta.com/
2	PageScope Web Connection Logo	Click the logo to display the version information of Page-Scope Web Connection.
3	Login mode	Displays the current login mode (public, registered user, administrator). Displays the current login mode (public, registered user, Account name, administrator, box administrator).
4	[Logout] button	Click to log out of the current mode.

No.	Item	Description
5	Status Display	The statuses of this machine's printer section and scanner section are displayed using icons.
6	Message Display	If an error occurred in the machine, the status of the malfunction/error and other error information are displayed.
7	Help	The page specified in "Online Manual URL" is displayed. For details, refer to the User manual [Print Operations].
8	Refresh button	Click to update the displayed page.
9	Device Name	Displays the device name that is currently being accessed.
10	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. • System • Job • User Box • Print • Scan
11	Menus	Information and settings for the selected tab are listed. The menu that appears differs depending on the tab that is selected.
12	Information and Settings Display	Details of the item selected from the menu are displayed.

Detail

For each login method, refer to "Logging on and logging off" on page 5-10.

Web browser cache

The newest information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, the following problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.

$\mathbb{Q}$
Detail
If the utility is used with the cache enabled and Administrator mode was timed out, the timeout page may appear even after the utility is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted. In order to avoid this problem, disable the cache.

✎ **. . .**
Note
The menus and commands may vary depending on the Web browser version. For details, refer to the Help for the Web browser.

For Internet Explorer

1 On the "Tools" menu, click "Internet Options".

2 On the General tab, click [Settings] under "Temporary Internet files".

3 Select "Every visit to the page", and then click [OK].

For Netscape Navigator

1 On the "Edit" menu, click "Preferences".

2 In the "Category" box, click "Advanced", then "Cache".

3 Under "Compare the page in the cache to the page on the network", select "Every time I view the page".

5.3　Logging on and logging off

When PageScope Web Connection is accessed, the page for a public user appears. In order to log on as a registered user or an administrator when user authentication is performed, it is necessary to log off first, then log on again.

Logging off

✎ **. . .**

Note

When logged on, a timeout occurs and you will automatically be logged off if no operation is performed for a specified length of time.

The timeout period for User mode and Administrator mode can be specified in the page that appears by clicking "Authentication (Network Tab)", then "Auto Logout" in Administrator mode.

To log off

1 Click [Logout] at the upper left of the window.

The user is logged off, and the Login page appears.
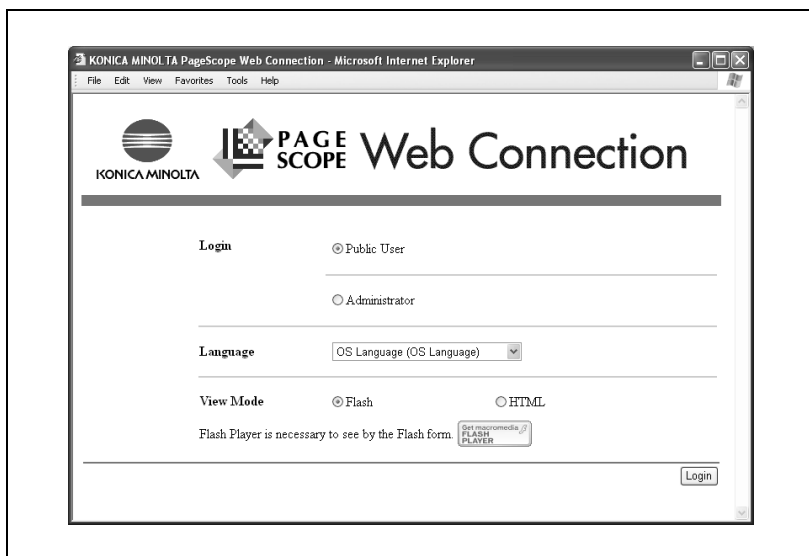
Logging on to user mode (public user)

There are two procedures for logging on to User mode: one for a registered user and one for a public user. If user authentication is not performed, log on as a public user.

1 In the Login page, select "Public User".

– If necessary, select the language and display format.
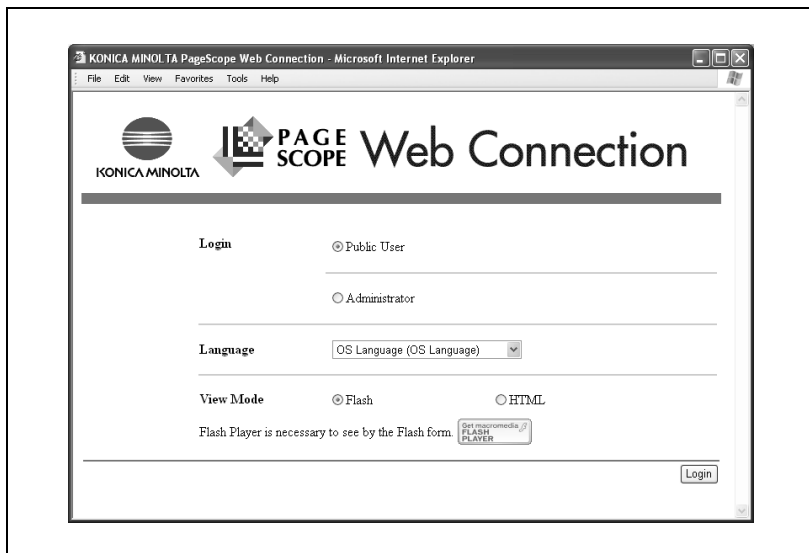
2　Click [Login].

The User mode page appears.

✎...
Note
If "Flash" is selected as the display format, the following will appear using the Flash feature. Flash Player is required to use the Flash feature.
Status icons and messages
Page display when "Input Tray" is selected in the menu below "Device Information" on the System tab
Page display of the Job tab

If a screen reading software is used, we recommend selecting "HTML" as the display format.

Logging on to user mode (registered user/box administrator)

There are two procedures for logging on to User mode: one for a registered user and one for a public user. The following procedure describes how to perform user authentication and log on with a specific user name.

✎ . . .
Note
Click the icon to the right of the "User Name" box, and then select a user name from the list.

To log on as a registered user/box administrator

1 In the Login page, type the user name and the password.

- To log in as the box administrator, type "boxadmin" in User Name and type the password specified in "Specifying Box Administrator Settings" in Password.
- If necessary, select the language and display format.
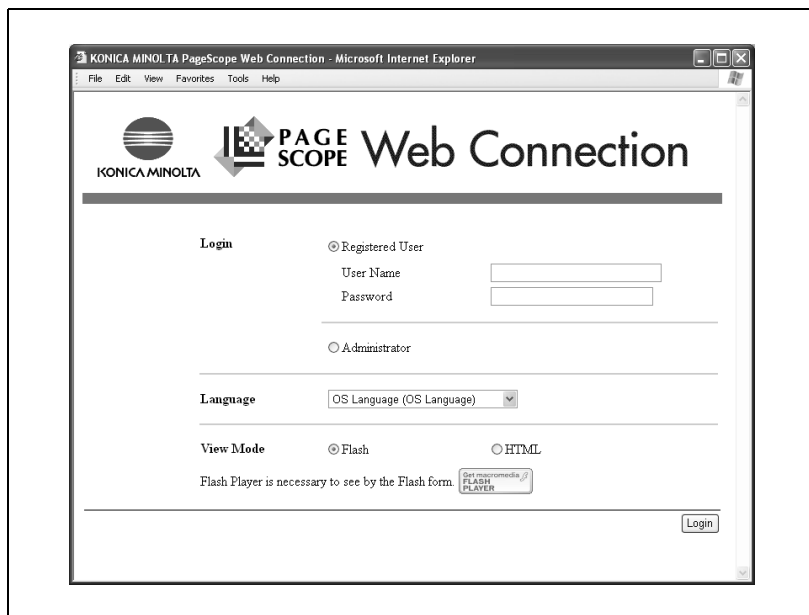
2 Click [Login].

The User mode page appears.

✎ ...

Note

If "Prohibit Functions when Auth. Error" in Administrator mode is set to "Mode 2" and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

If a screen reading software is used, we recommend selecting "HTML" as the display format.

For specifying the box administrator settings, refer to User manual [Box Operations].

Logging on to administrator mode

In order to specify system and network settings, log on to Administrator mode.

✎ **. . .**

Note
When logged on to Administrator mode, the control panel of this machine is locked and cannot be used.

Depending on the status of the machine, you may not be able to log on to Administrator mode.

To log on to administrator mode

1 In the Login page, select "Administrator".

– If necessary, select the language and display format.
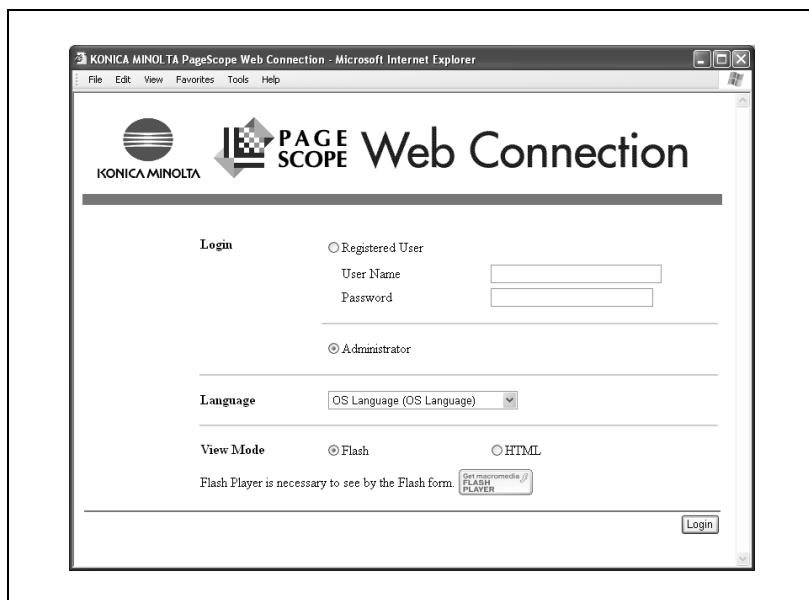
2 Type in the password for the machine's administrator, and then click [OK].

The Administrator mode page appears.

✎ . . .
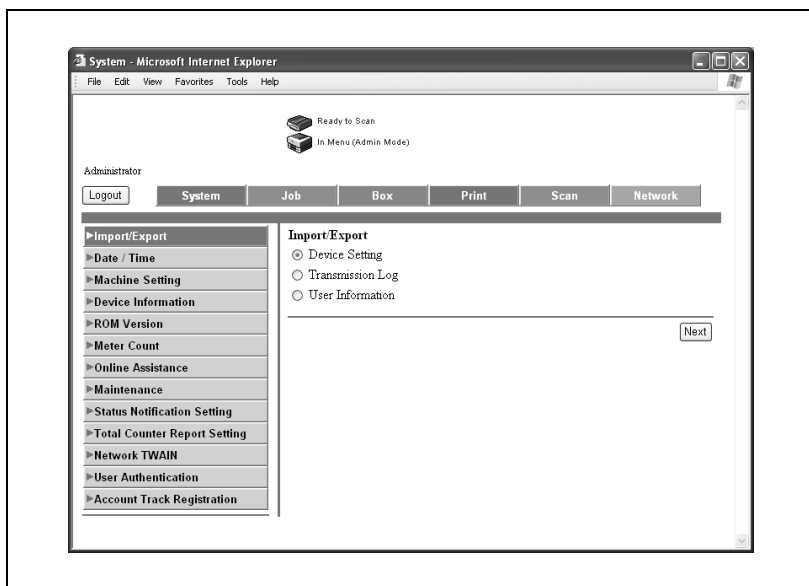
Reminder
If "Prohibit Functions when Auth. Error" in Administrator mode is set to "Mode 2" and an incorrect administrator password is entered the specified number of times, it is no longer possible to enter Administrator mode. For details on the "Prohibit Functions when Auth. Error" parameter, refer to the User manual [Copy Operations].

If a screen reading software is used, we recommend selecting "HTML" as the display format.

5.4 User authentication (user mode)

Changing the user password

The setting can be specified when logged in with user authentication. The password of the currently logged in user can be changed.

The settings that can be specified are described below.

Item	Description
Current Password	Enter the current password.
New Password	Enter the new password (up to 31 characters).
Retype New Password	Reenter the password for confirmation.

To change the user password

1 On the System tab, click [User Authentication].

2 Enter the required settings.
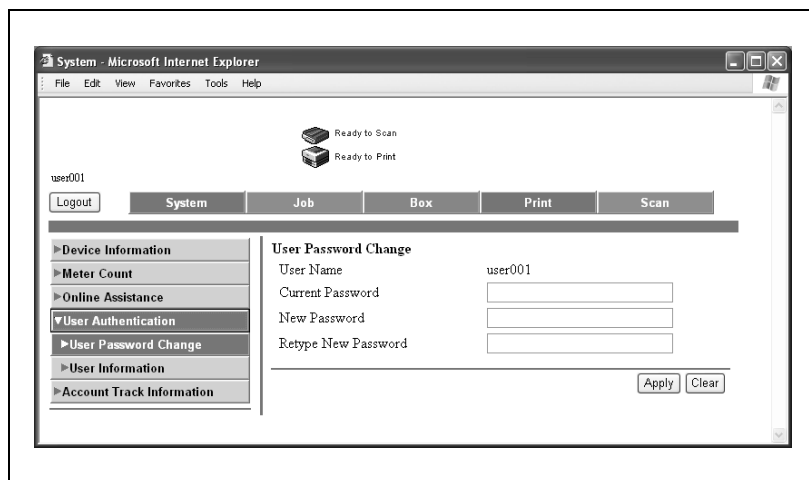
3 Click the [Apply] button.

4 Click the [OK] button.

Checking the user registration information

The user information can be viewed when logged in with user authentication. The information of the currently logged in user can be checked.

1 On the System tab, click [User Information].

2 Check the details.

5.5   Account track (user mode)

You can check the account information when performing account track authentication. The information of the currently logged in account can be checked.

To check the account track information

1   On the System tab, click [Account Track Information].

2   Check the information.
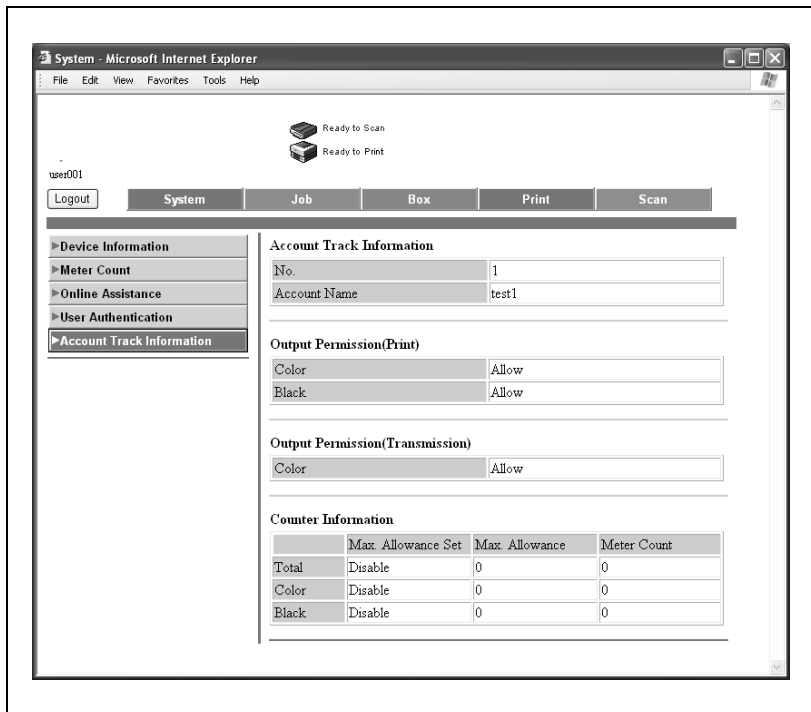
5.6 Address book

Registering new destinations

New destinations can be registered for the scanning functions.

The Scan tab appears only when registrations by users are permitted.

Registering New Address Books

Click the Scan tab, and then click "Address Book".

Abbreviated destinations can be edited or registered.

The information to be entered is as follows:

When "E-Mail" is selected

Item	Description
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
E-Mail Address	Enter the destination e-mail address (up to 320 characters).

When "FTP" is selected

Item	Description
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
Host Address	Enter the IP address or host name of the destination FTP server (up to 63 characters). When entering the host name, select the "Please check to enter host name." check box.
File Path	Enter the destination file path (up to 96 characters).
User ID	Enter the user ID (up to 47 characters).
Password	Enter the password (up to 31 characters).
anonymous	Select whether to enable "ON" or "OFF".
PASV Mode	Select whether to enable "ON" or "OFF".
Proxy	Select whether to enable "ON" or "OFF".
Port Number	Enter the port number (input range: 1 to 65535, default value: 21)

When "SMB" is selected

Item	Description
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
Host Address	Enter the IP address or host name of the destination computer (up to 255 characters). Enter the host name using capital letters. When entering the host name, select the "Please check to enter host name." check box.
File Path	Enter the destination file path using capital letters (up to 255 characters).
User ID	Enter the user ID of the destination computer (up to 127 characters).
Password	Enter the password used to log on to the destination computer (up to 14 characters).

When "User Box" is selected

Item	Description
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
User Box No.	Enter the destination box number (input range: 1 to 999999999) Click 📵, and then select the box number from the list.

A setting edit page appears and the settings can be changed. The items are the same as those used in registration.

To register new destinations

1 Click [New Registration].

A page for selecting the transmission mode appears.

2 Select the transmission mode and click [Next].

The registration page appears.
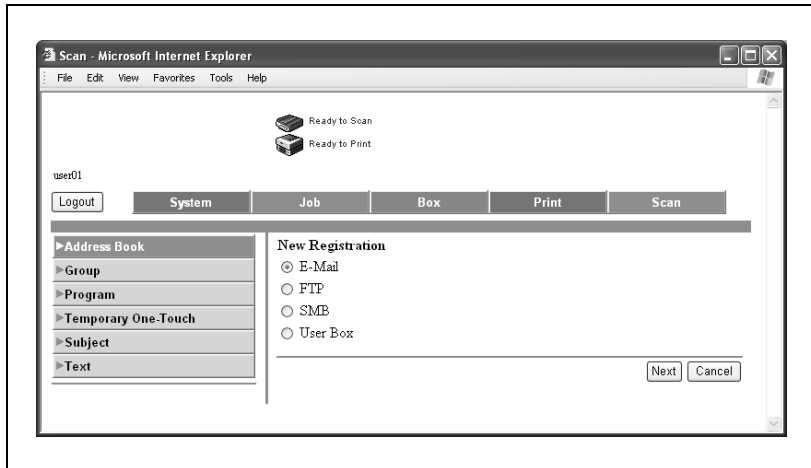
3 Enter the settings, and click [Apply].
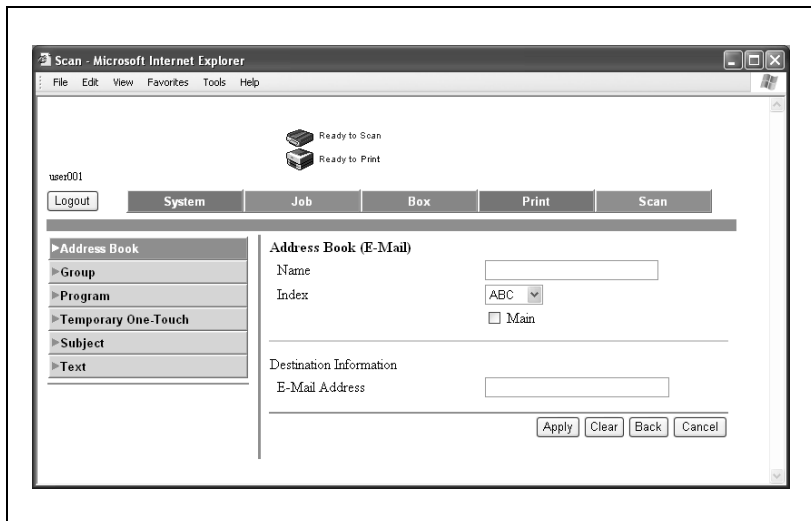
Editing abbreviated destinations

Click ✍ of the address you want to change.
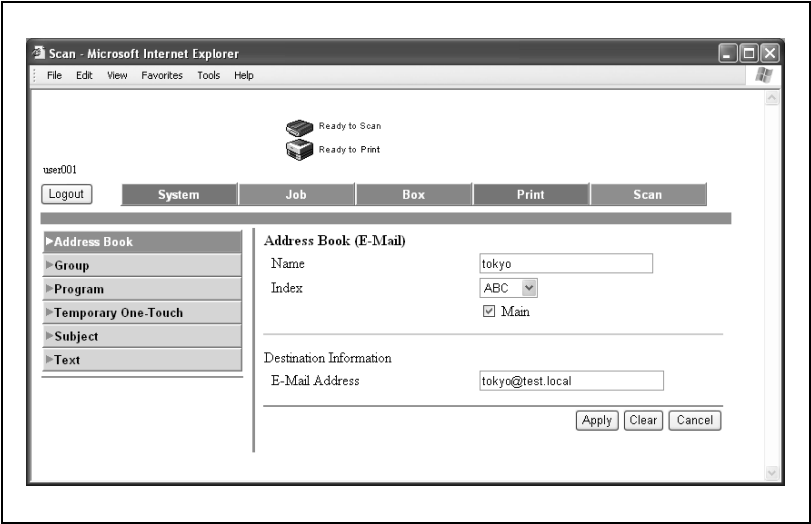
Deleting the address book

1 Click 🗑 of the address you want to delete.

A confirmation page appears.

2 To delete, click the [OK] button.
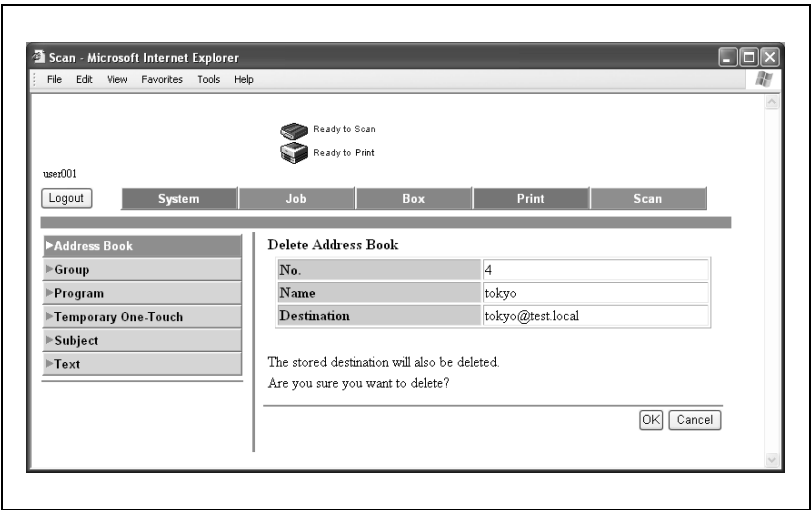
5.7 Group destination

Click the Scan tab, and then click "Group".
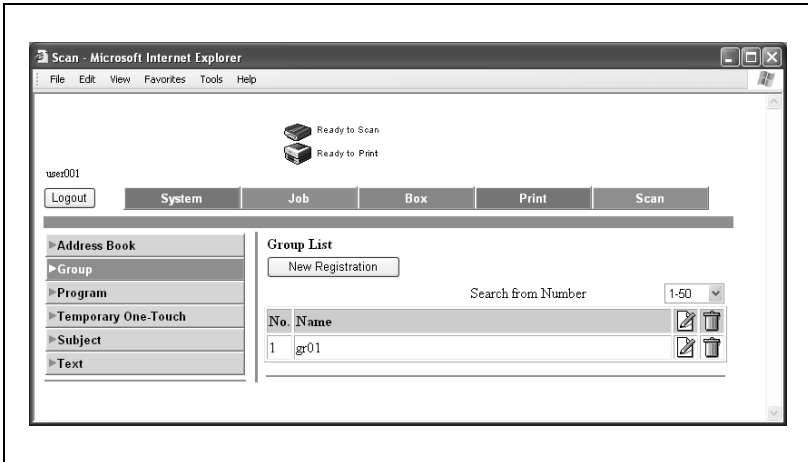
Multiple destinations registered in the abbreviated destination list can be registered as a group.

To register group destinations

1 Click [New Registration].

The registration page appears.

2 Select "Store Scanner", and then click [Next] button.
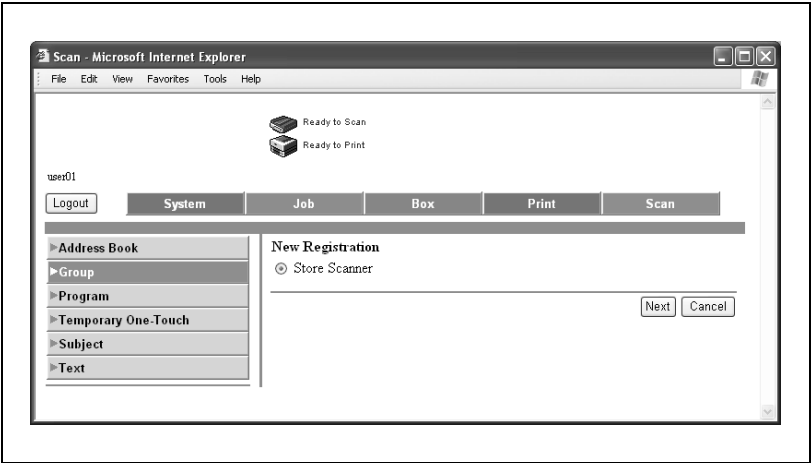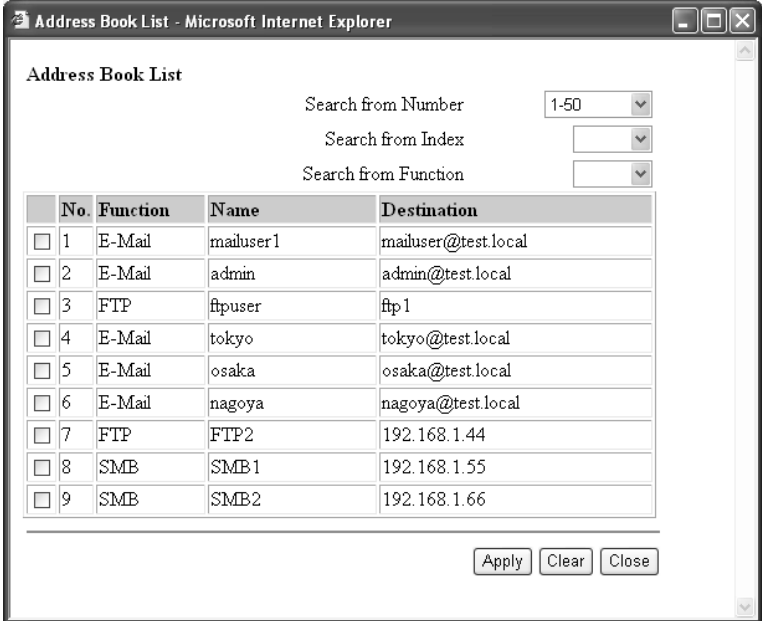
3 Enter the Name.
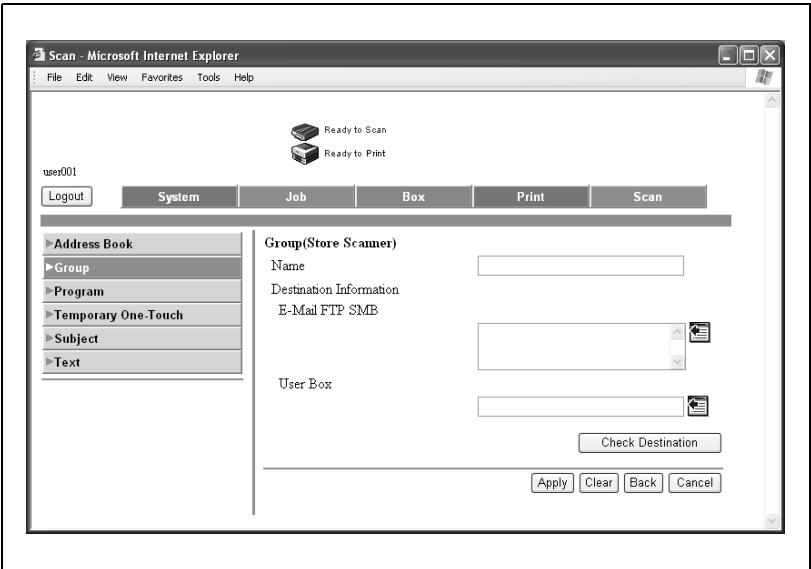
4 For each transmission mode, select the destinations.

– Click 📧 .
– Select the desired destinations to be registered to the group from the Abbreviated Destination List, and click [Apply].

Address Book List

Search from Number   1-50
Search from Index
Search from Function

	No.	Function	Name	Destination
☐	1	E-Mail	mailuser1	mailuser@test.local
☐	2	E-Mail	admin	admin@test.local
☐	3	FTP	ftpuser	ftp1
☐	4	E-Mail	tokyo	tokyo@test.local
☐	5	E-Mail	osaka	osaka@test.local
☐	6	E-Mail	nagoya	nagoya@test.local
☐	7	FTP	FTP2	192.168.1.44
☐	8	SMB	SMB1	192.168.1.55
☐	9	SMB	SMB2	192.168.1.66

[Apply] [Clear] [Close]

5.8 Program registration

Click the Scan tab, and then click "Program".

The information to be entered is as follows:

When "E-mail: Scan" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click 📇, and then select the destination from the list to display the one-touch lists.
E-Mail Address	Enter the destination e-mail address directly. (up to 320 characters).
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Subject	Specify the subject (Not Specified, 1 to 10). When "Not Specified" was selected, the default title is used. Click 📇 to check the contents.
Text	Specify the text (Not Specified, 1 to 10). When "Not Specified" was selected, the default text is used. Click 📇 to check the contents.
Simplex/Duplex	Select "1-Sided", "2-Sided", or "Cover + 2-Sided".
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.
Erase	Specify the width of the perimeter of the document to be erased.

When "FTP: Scan" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click 🗐, and then select the destination from the list to display the one-touch lists.
Direct Input	Directly enter the destination. Specify settings for the following. Host Address File Path User ID Password anonymous PASV Mode Proxy Port Number When entering the host name, select the "Please check to enter host name." check box.
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Simplex/Duplex	Enter the destination e-mail address directly.
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background density.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 🗐 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.

Item	Description
Erase	Specify the width of the perimeter of the document to be erased.

When "SMB: Scan" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click 📇, and then select the destination from the list to display the one-touch lists.
Direct Input	Directly enter the destination. Specify settings for the following. Host Address (Enter using capital letters.) File Path (Enter using capital letters.) User ID Password When entering the host name, select the "Please check to enter host name." check box.
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Simplex/Duplex	Select "1-Sided", "2-Sided", or "Cover + 2-Sided".
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 📇 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.

Item	Description
Erase	Specify the width of the perimeter of the document to be erased.

When "User Box: Scan" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Enter the destination e-mail address directly.
Direct Input	Directly enter the destination box number (input range: 1 to 999999999).
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Simplex/Duplex	Select "1-Sided", "2-Sided", or "Cover + 2-Sided".
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click the list button to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.
Erase	Specify the width of the perimeter of the document to be erased.

When "Group: Scan" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Group	Click 📧, and then select a group destination from the list to display the group number.
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Subject	Specify the subject (Not Specified, 1 to 10). When "Not Specified" was selected, the default title is used. Click 📧 to check the contents.
Text	Specify the text (Not Specified, 1 to 10). When "Not Specified" was selected, the default text is used. Click 📧 to check the contents.
Simplex/Duplex	Select "1-Sided", "2-Sided", or "Cover + 2-Sided".
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 📧 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.
Erase	Specify the width of the perimeter of the document to be erased.

When "No Destination (Store Scanner)" is selected

Item	Description
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Resolution	Select the resolution.
File Type	Select the file format.
Scan Setting	Select the unit of the data to be saved.
Simplex/Duplex	Select "1-Sided", "2-Sided", or "Cover + 2-Sided".
Original Type	Select the quality of the original such as text or photo.
Color	Select the color mode. The file formats that can be saved may be limited depending on the color settings. For details, refer to "File type" on page 3-50.
Separate Scan	Select "ON" or "OFF".
Background Removal	Adjust the background density.
Scan Size	Select the original size ("Auto", "Standard Size", "Custom Size"). For "Custom Size", specify the horizontal and vertical scanning sizes.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 🖼 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Original Direction	Select the orientation of the original document.
Bind	Select the original binding position.
Special Original	Specify whether to specify a mixed original document.
Thick Original	Select whether to enable a thick original document.
Book Scanning	Select whether to enable book scanning.
Method	If book scanning is enabled, select the scanning method type.
Center Erase	When Book Copy is enabled, specify the width of the center of the spread document to be erased.
Bind Direction	If book scanning is enabled, select the binding direction.
Erase	Specify the width of the perimeter of the document to be erased.

Multiple destinations registered in the abbreviated destination list can be registered as a program.

To register new destinations

1 Click [New Registration].

A page for selecting the transmission mode appears.

2 Select the transmission mode and click [Next].

The registration page appears.

3 Enter the settings, and click [Apply].

5.9   Temporary one-touch registration

Click the Scan tab, and then click "Temporary One-Touch".

Temporary destinations can be registered.
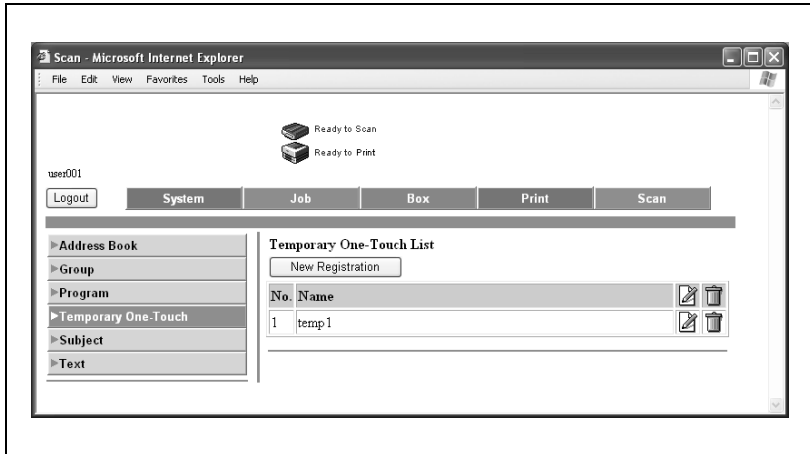
To register temporary destinations

1 Click [New Registration].

A page for selecting the transmission mode appears.

2 Select the transmission mode and click [Next].

The registration page appears.
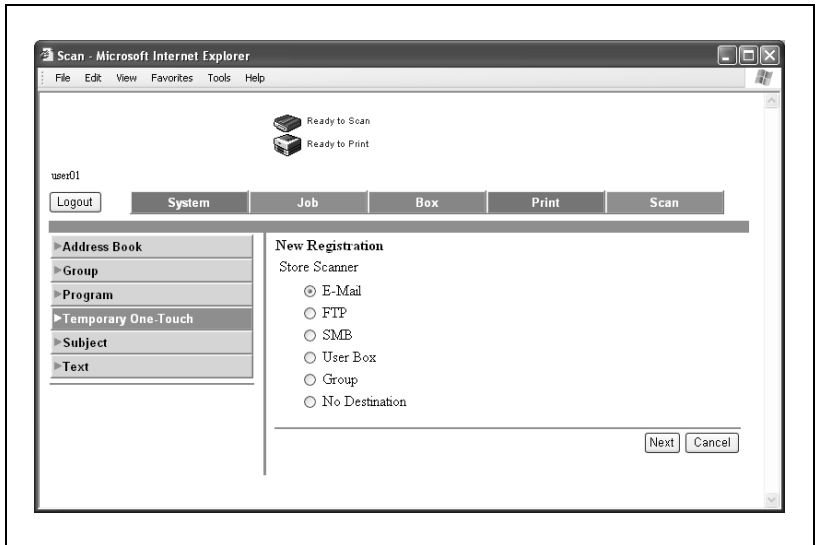
3 Enter the settings, and click [Apply].
The details of the settings are the same as those for program registrations.
For details, see "Program registration" on page 5-31.

✎ **. . .**

Note

To specifying a registered temporary destination, select the address from [Index List] — [Temporary One-Touch] on the control panel of this machine.

5.10   Subject registration

Click the Scan tab, and then click "Subject".

Up to 10 subjects that can be used when sending e-mail can be registered.

To register the subject

When sending e-mail with a fixed subject

✔ Click "E-Mail Default" to select it.

1 Click 📝 beside the subject to be registered or edited.

The registration page appears.

2 Enter the subject, and click [Apply].
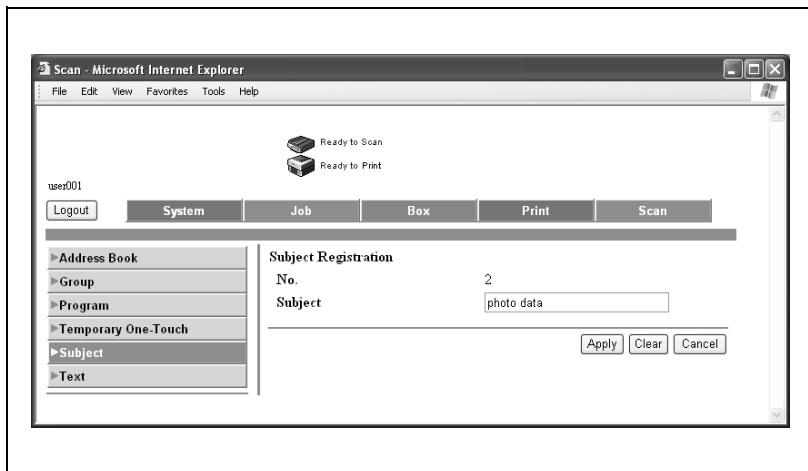
5.11 Text registration

Click the Scan tab, and then click "Text".

Up to 10 text messages that can be used when sending e-mail can be registered.

To register text

When sending e-mail with a fixed text message

✔ Click "E-Mail Default" to select it.

1 Click ✎ beside the text to be registered or edited.

The registration page appears.

2 Enter the text, and click [Apply].
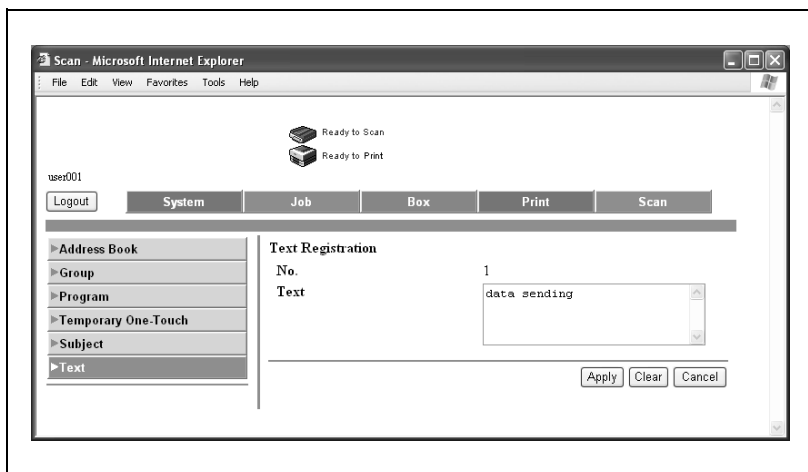
5.12   Administrator mode

In Administrator mode, you can perform system configuration of the machine. Six tabs (System, Job, Box, Print, Scan and Network) are available.

For the procedure to log on to Administrator mode, refer to "Logging on to administrator mode" on page 5-17.

Basic operation

1   Click the appropriate tab and select the function from the menu on the left.

2   Set the items that appear through direct input or by selecting from the drop-down list.

3   Click [Apply] to apply the settings.

5.13 Network TWAIN (administrator mode)

Setting the operation lock time for TWAIN

The machine's operation lock time of the control panel during scanning (excluding PUSH scan) can be specified. Enter the lock time in the range of 30 to 300 seconds.
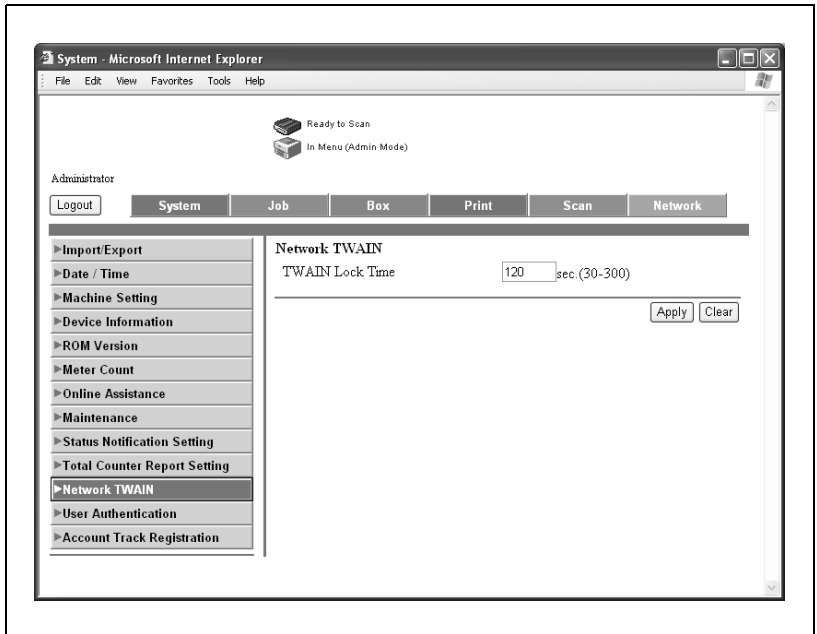
➔ Enter the time, and click [Apply].

5.14   User authentication (administrator mode)

User registration

You can specify the setting when performing user authentication. Register the users that can log in.

The settings that can be specified are described below.

Item	Description
No.	Enter the user registration number.
User Name	Enter the user name.
E-Mail Address	Enter the user e-mail address.
User Password	Enter the user password.
Retype User Password	Reenter the password for confirmation.
Account Name	When performing account track, select the name of the account. Click 🗒 and select the name from the list.
Function Permission	Specify whether to allow the operations described below. Copy Scan Fax Print User Box Print Scan/Fax from Box
Output Permission (Print)	Specify whether to allow the output of the documents described below. Color Black
Output Permission (Transmission)	Specify whether to allow the transmission of color documents.
Max. Allowance Set (Total Allowance)	Specify whether to enable the limit of the number of sheets used for copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).
Max. Allowance Set (Individual Allowance)	Specify whether to enable the limit of the number of sheets used for color and black and white copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).

To register a user

1   On the System tab, click [User Authentication].

2   Click the [New Registration] button.

3 Specify the required settings.

4 Click the [Apply] button.

5 Click the [OK] button.

Checking or changing the registered user information

You can check or change the registered user information. The following settings can be specified.

Item	Description
No.	Displays the user registration number.
User Name	Enter the user name.
E-Mail Address	Enter the user e-mail address.
Change User Password	Select when changing the user password.
User Password	Enter the user password.
Retype User Password	Reenter the password for confirmation.
Account Name	When performing account track, select the name of the account. Click 🔳 and select the name from the list.
Function Permission	Specify whether to allow the operations described below. Copy Scan Fax Print User Box Print Scan/Fax from Box
Output Permission (Print)	Specify whether to allow the output of the documents described below. Color Black
Output Permission (Transmission)	Specify whether to allow the transmission of color documents.
Max. Allowance Set (Total Allowance)	Specify whether to enable the limit of the number of sheets used for copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).
Max. Allowance Set (Individual Allowance)	Specify whether to enable the limit of the number of sheets used for color and black and white copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).

To check or change the registered user information

1   On the System tab, click [User Authentication].

2   Click ✎ in the user list for the user you want to check.
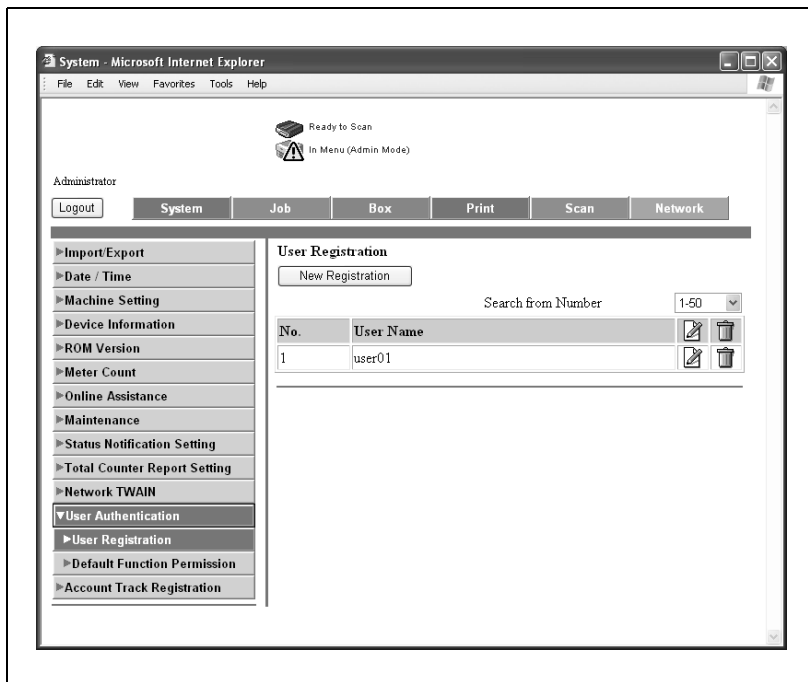
3 Check the registration information and change it as necessary.
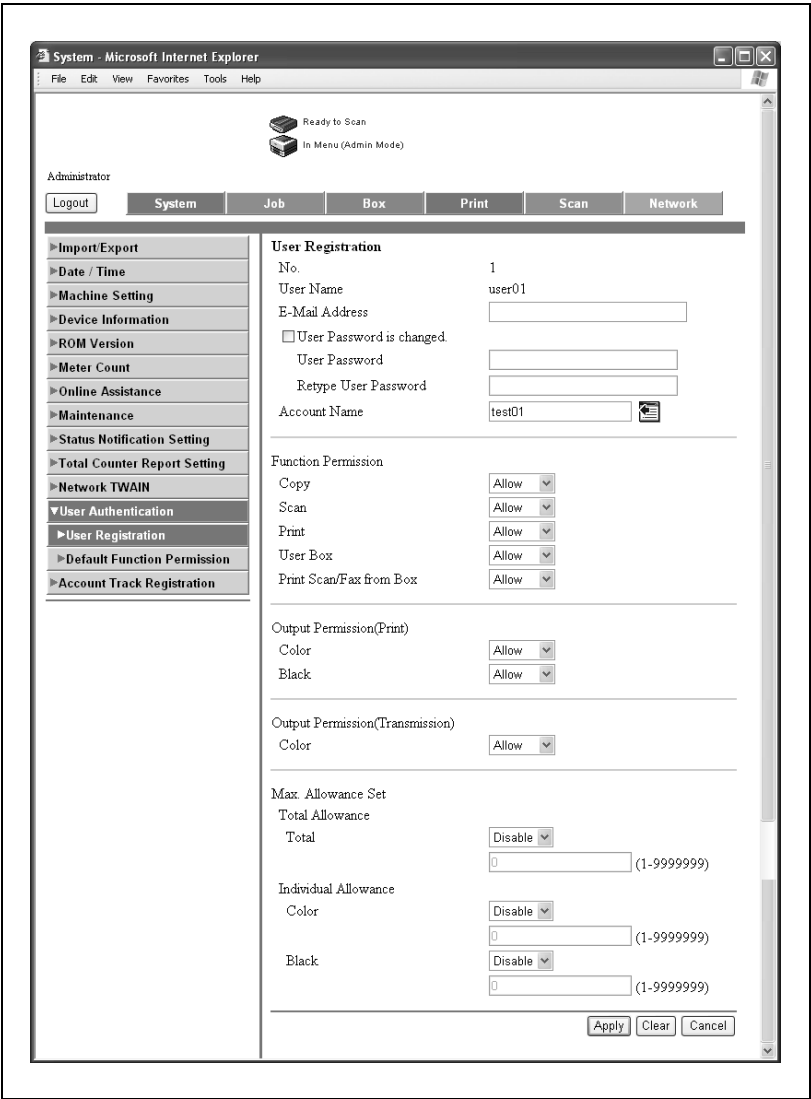
4 Click the [Apply] button.

To delete a registered user

1   On the System tab, click [User Authentication].

2   Click 🗑 in the user list for the user you want to delete.
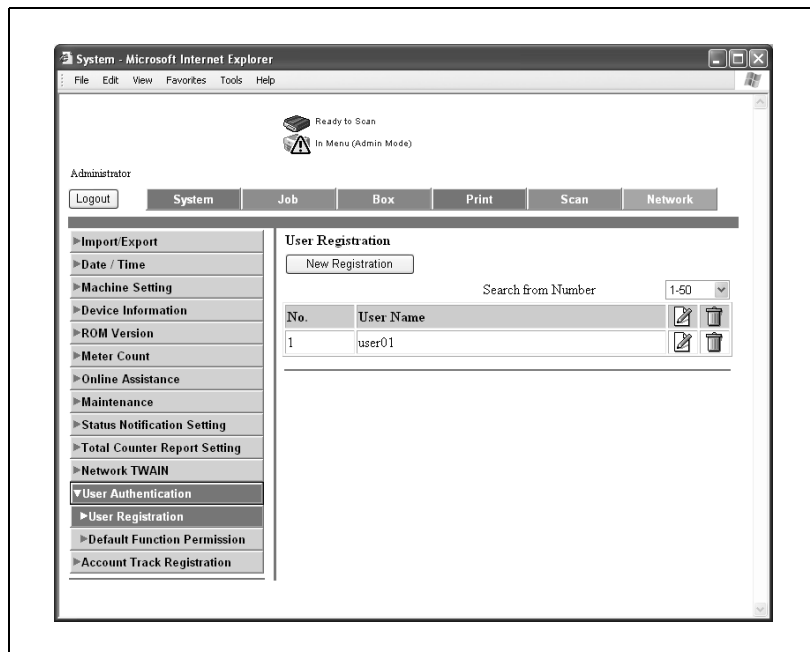
3 Check the message, and then click the [OK] button.
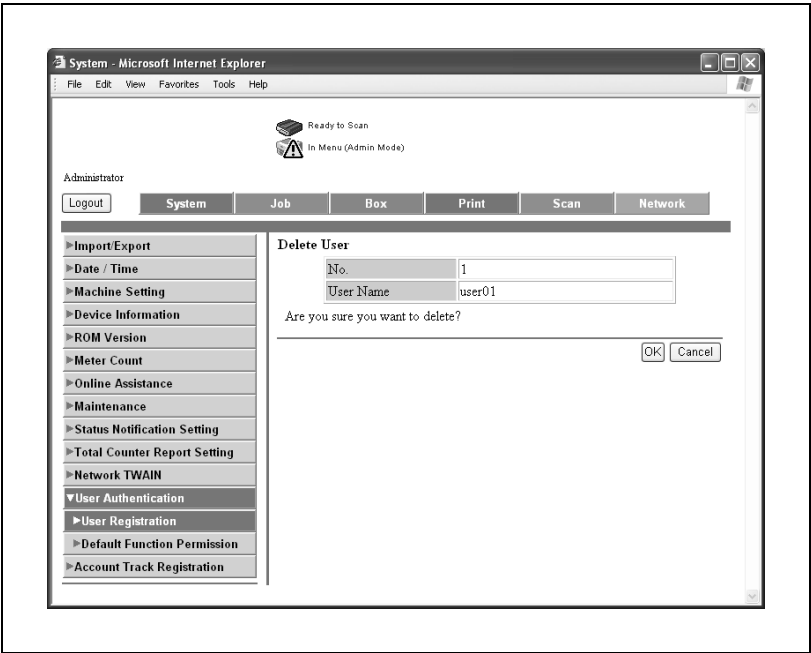
Default function permission

You can specify the permissions for the operating functions for all registered users.

The settings that can be specified are described below.

Item	Description
Copy	Specify whether to allow the copy function.
Scan	Specify whether to allow the scan function.
Print	Specify whether to allow the print function.
User Box	Specify whether to allow the save user box function and the edit user box function.
Print Scan/Fax from Box	Specify whether to allow the printing of received faxes.

To specify the default function permission settings

1   On the System tab, click [User Authentication].

2   Click [Default Function Permission].

3   Specify the required settings.

4   Click the [Apply] button.

5   Click the [OK] button.

5.15   Account track registration (administrator mode)

Account track registration

You can specify the settings when performing account track authentication. Register the account that can log in.

The settings that can be specified are described below.

Item	Description
No.	Enter the account registration number.
Account Name	Enter the account name (up to 8 characters).
Password	Enter the account password (up to 8 characters).
Retype Password	Reenter the password for confirmation.
Output Permission (Print)	Specify whether to allow the output of the documents de-scribed below. Color Black
Output Permission (Transmis-sion)	Specify whether to allow the transmission of color documents.
Max. Allowance Set (Total Al-lowance)	Specify whether to enable the limit of the number of sheets used for copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).
Max. Allowance Set (Individual Allowance)	Specify whether to enable the limit of the number of sheets used for color and black and white copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).

To register an account

1 On the System tab, click [Account Track Registration].

2 Click the [New Registration] button.

3 Specify the desired settings.

4 Click the [Apply] button.

5 Click the [OK] button.

Checking or changing the registered account information

The settings that can be checked or changed are described below.

Item	Description
No.	Displays the account registration number.
Account Name	Enter the account name (up to 8 characters).
Password is changed.	Select when changing the password.
Password	Enter the new account password (up to 8 characters).
Retype Password	Reenter the password for confirmation.
Output Permission (Print)	Specify whether to allow the output of the documents described below. Color Black
Output Permission (Transmission)	Specify whether to allow the transmission of color documents.
Max. Allowance Set (Total Allowance)	Specify whether to enable the limit of the number of sheets used for copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).
Max. Allowance Set (Individual Allowance)	Specify whether to enable the limit of the number of sheets used for color and black and white copying and printing. If "Enable" is specified, enter the maximum value (between 1 and 9999999).

To check or change the registered account information

1   On the System tab, click [User Authentication].

2   Click ⬛ in the account list for the account you want to check.
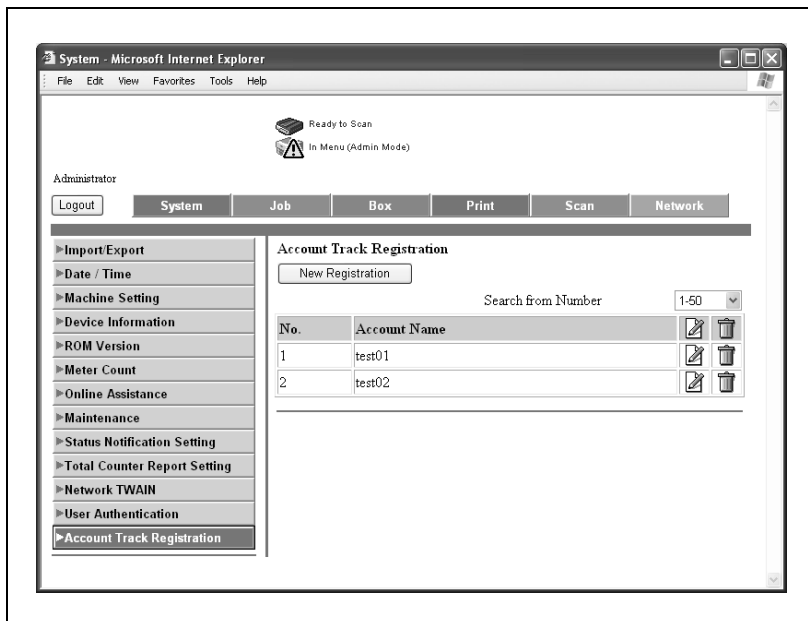
3 Check the registration information and change it as necessary.
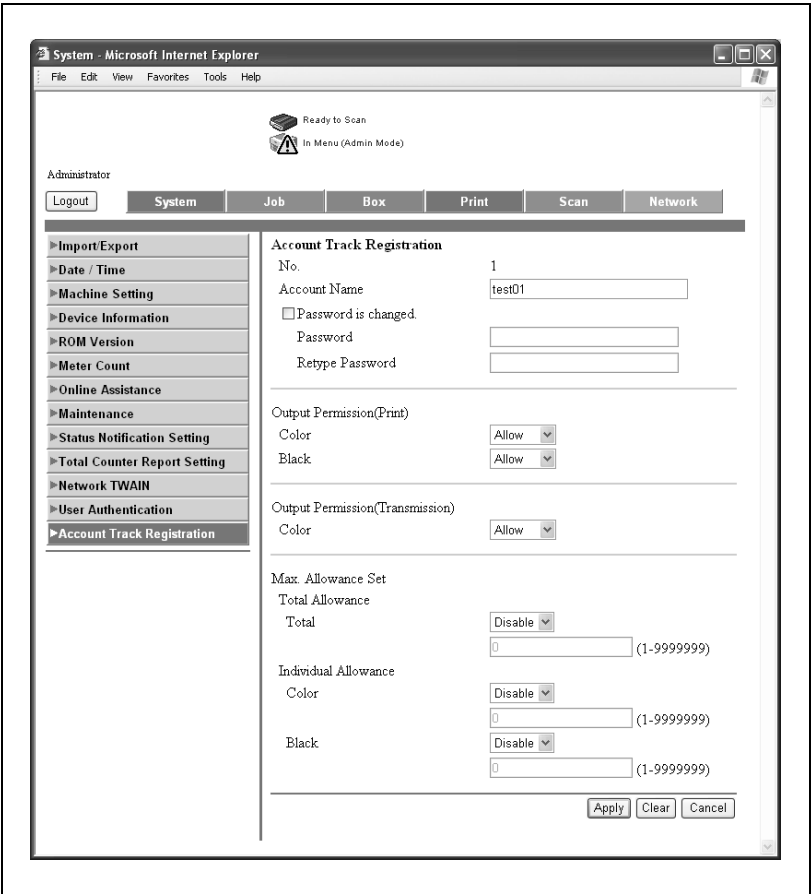
4 Click the [Apply] button.

To delete registered accounts

1 On the System tab, click [User Authentication].

2 Click 🗑 in the account list for the account you want to delete.
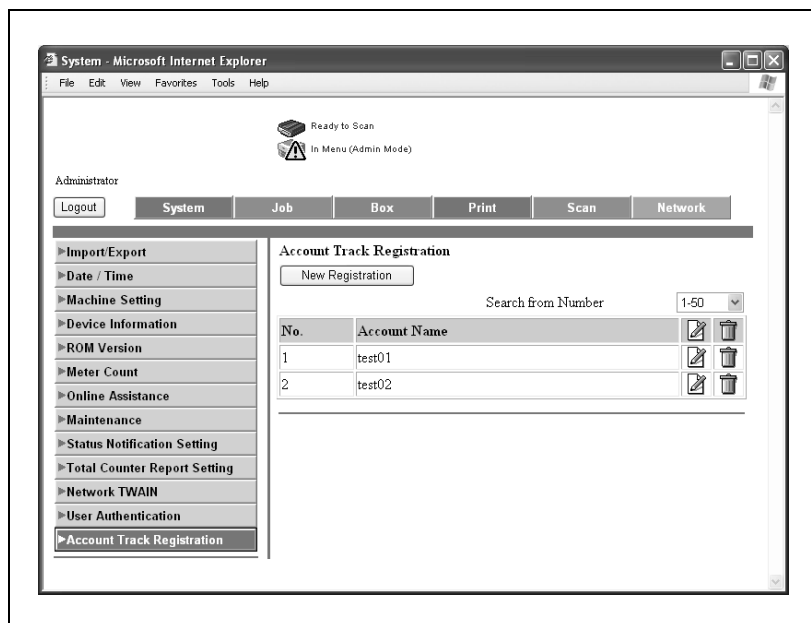
3 Check the message, and then click the [OK] button.

5.16 Application registration

When using an application, such as Right Fax Server that is registered on an external server, you can register the settings and server address of the application. By registering an application and server, you can automatically connect to and use the server of the application that was selected.

✎ **. . .**

Note
An application can be registered only when the following two conditions are met.

When the fax kit is not installed.

When Internet fax is disabled.

Registering an application

You can register up to 5 applications and servers in Application Registration. You can specify settings such as custom items according to the contents of the registered application. The following templates are available in PageScope Web Connection. Various custom items have been pre-specified for each application in the templates.

✎ . . .
Note
When not using a template, specify the details of the custom items manually.

For walk up fax

No.	Button name	Function name	Keyboard type	Default value	Option setting
1	Sender Name (CS)	Name	ASCII	Walkup	-
2	FAX Number (CS)	PersonalFaxNumber	ASCII	-	-
3	TEL Number (CS)	PersonalVoiceNumber	ASCII	-	-
4	Subject	Subject	ASCII	-	-
5	Billing Code 1	BillingCode1	ASCII	-	-
6	Billing Code 2	BillingCode2	ASCII	-	-

For fax with account

No.	Button name	Function name	Keyboard type	Default value	Option setting
1	Sender Name (CS)	Name	ASCII	-	-
2	User ID	ID	ASCII	Walkup	-
3	Password	Password	ASCII	-	-
4	Password Auth#	Authentication	-	-	None
5	Subject	Subject	ASCII	-	-
6	Billing Code 1	BillingCode1	ASCII	-	-
7	Billing Code 2	BillingCode2	ASCII	-	-
8	CoverSheet Type	CoverSheet	ASCII	-	-
9	Hold For Preview	HoldForPreview	-	-	False

For secure docs

No.	Button name	Function name	Keyboard type	Default value	Option setting
1	User ID	ID	ASCII	Walkup	-
2	Password	Password	ASCII	-	-
3	Password Auth#	Authentication	-	-	None
4	Subject	Subject	ASCII	-	-
5	Billing Code 1	BillingCode1	ASCII	-	-
6	Billing Code 2	BillingCode2	ASCII	-	-
7	CoverSheet Type	CoverSheet	ASCII	-	-
8	Document PW	DocumentPassword	ASCII	-	-
9	Delivery Method	Delivery	-	-	Secure

For Certified Delivery

No.	Button name	Function name	Keyboard type	Default value	Option setting
1	User ID	ID	ASCII	Walkup	-
2	Password	Password	ASCII	-	-
3	Password Auth#	Authentication	-	-	None
4	Subject	Subject	ASCII	-	-
5	Billing Code 1	BillingCode1	ASCII	-	-
6	Billing Code 2	BillingCode2	ASCII	-	-
7	CoverSheet Type	CoverSheet	ASCII	-	-
8	Document PW	DocumentPassword	ASCII	-	-
9	Delivery Method	Delivery	-	-	Certified

New registration items of an application

When registering an application, the items that can be input are described below.

Item	Description
No.	Displays the application registration number that was selected.
Application Name	Enter the application name (up to 16 characters).
Host Address	Enter the host address of the server that is registered to the application (up to 15 characters).
File Path	Enter the application file path (up to 96 characters).
User ID	Enter the user ID for logging in to the server (up to 47 characters).
Password	Enter the password for logging in to the server (up to 31 characters).
anonymous	Select whether to enable anonymous.
PASV Mode	Select whether to enable the PASV mode.
Proxy	Select whether to enable proxy.
Port No.	Enter the port number (input range: 1 to 65535).

In addition, enter the settings described below to specify custom items.

Item	Description
Custom Item List	Displays the custom items, button name, and default value if a template was selected. Click ✎ of the item to be added or changed.

You can specify the details of each function button as described below.

Item	Description
No.	Displays the number of the item that was selected.
Button Name	Enter the button name (up to 16 characters).
Function Name	Select ID, Name, GeneralFaxNumber, GeneralVoiceNumber, PersonalFaxNumber, PersonalVoiceNumber, Password, Authentication, Subject, DelaySendDateTime, BillingCode1, BillingCode2, CoverSheet, DocumentPassword, Delivery, HoldForPreview, or TimeoutDateTime as the function name.
Message on Panel	Enter the name to be displayed on the MFP panel (up to 32 characters).
Display Method	Select Enable, Enable Function (MFP Panel Input Required), Disable, or Do Not Display as the display method.
Default Value	Enter the default value. To hide the default value, select "Input string shown as ****".
Keyboard Type	Select ASCII as the keyboard type.
Options (When Authentication is enabled.)	Select None or Password.
Options (When Delivery is enabled.)	Select Normal, Secure, Certified, and Secure Certified.
Options (When Hold For Preview is enabled.)	Select Yes or No.
Input Type	Select Year/Month/Day/Hour/Minute.
Default	Select Device Time or Not Specify.

✎ **. . .**
Note
The number of characters that can be input in the default value may vary depending on the function that was selected.

To register an application

1 Select the application to be registered and click the [Registration/Edit] button.

– "Not Registered" is displayed for applications that are not registered.
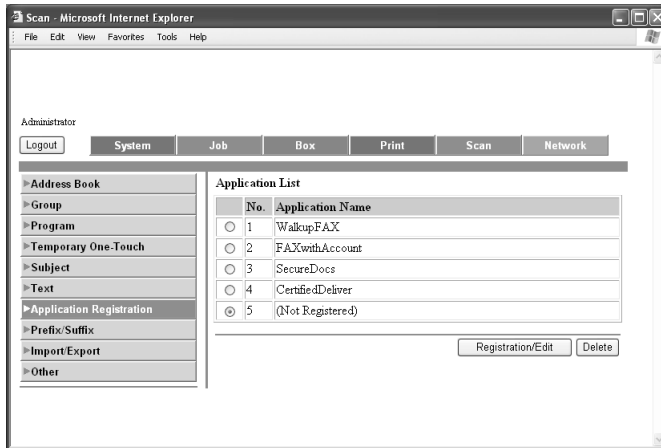
2 Select the template type, and then click the [Next] button.
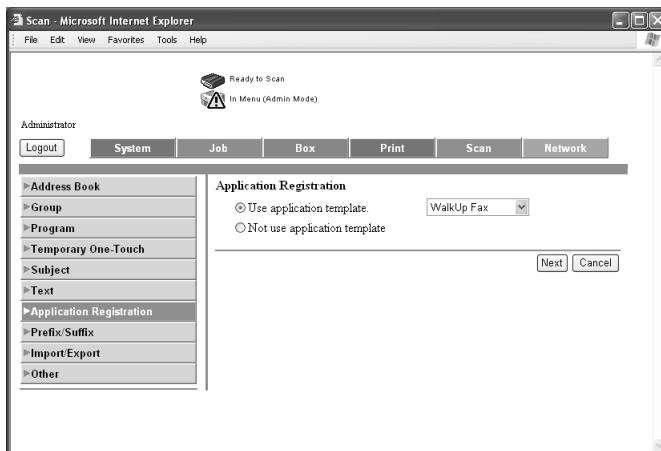
3 Specify the application settings, and then click the [Next] button.
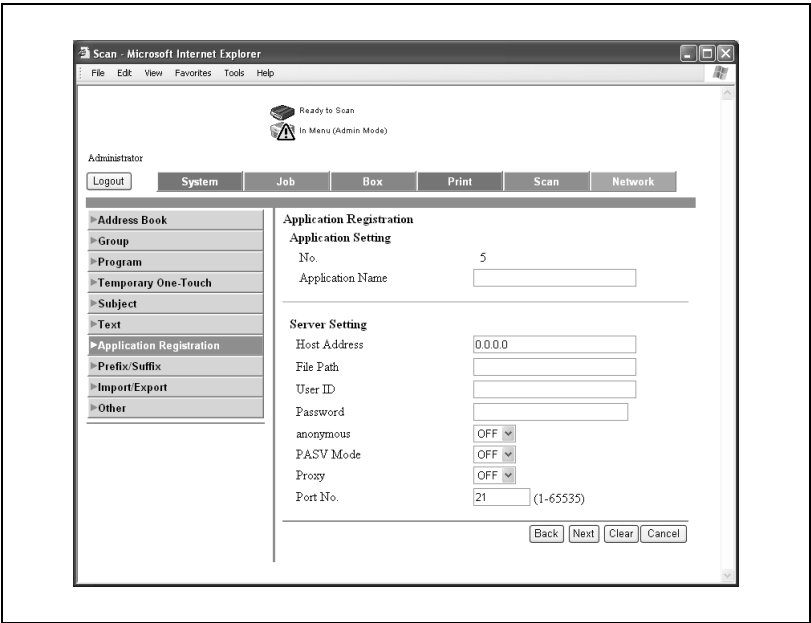
4 Specify the settings of the button custom items.
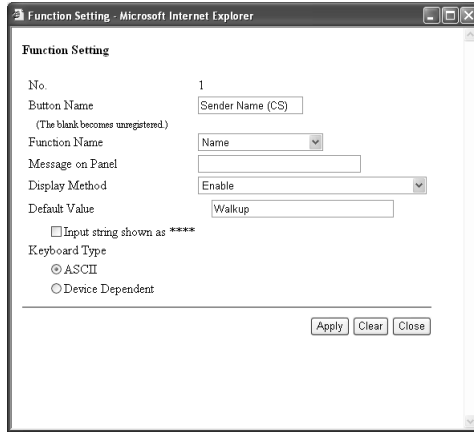
5 Click to specify the details of each function. When the settings are specified, click the [Apply] button.

6 Click the [Apply] button.

7 Click the [OK] button.

Items that can be specified in edit application

You can specify the settings for each item described below in Edit Application.

Application Setting
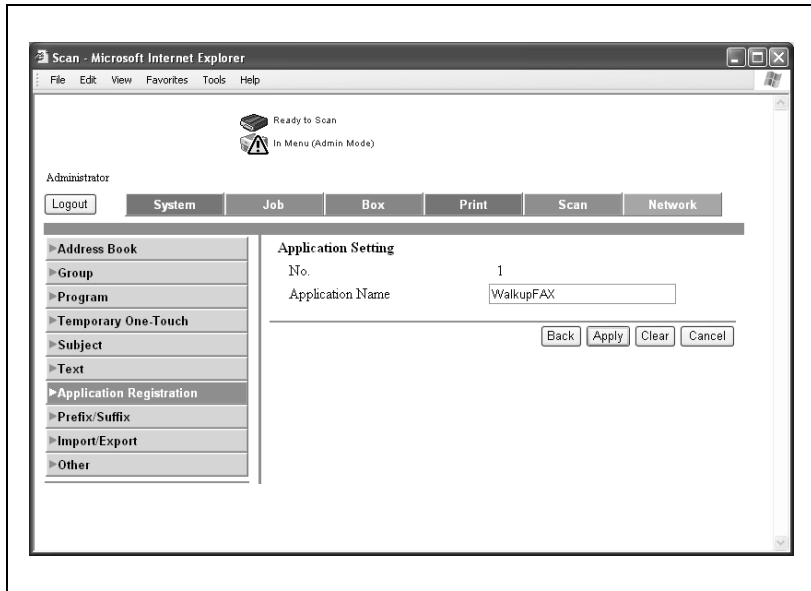
Item	Description
No.	Displays the application registration number that was selected.
Application Name	Enter the application name (up to 16 characters).

Server Setting
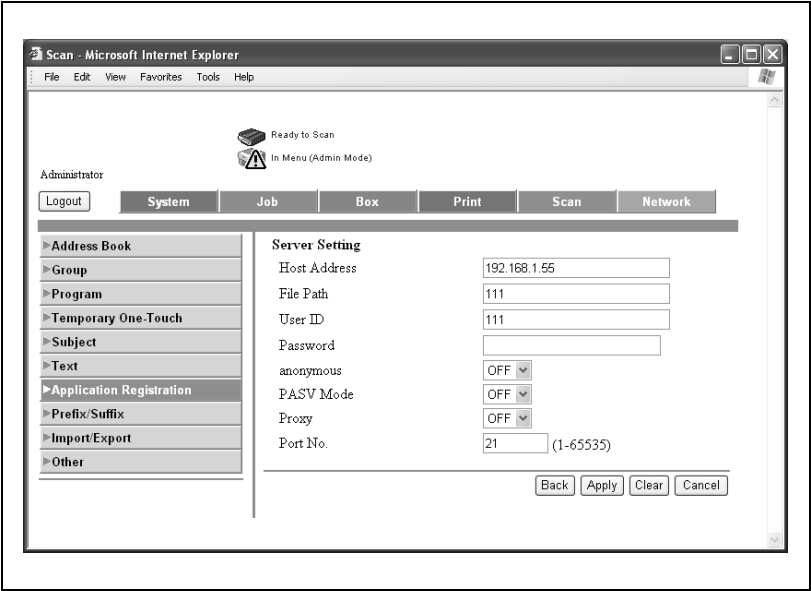
Item	Description
Host Address	Enter the host address of the server that is registered to the application (up to 15 characters).
File Path	Enter the application file path (up to 96 characters).
User ID	Enter the user ID for logging in to the server (up to 47 characters).
Password	Enter the password for logging in to the server (up to 31 characters).
anonymous	Select whether to enable anonymous.
PASV Mode	Select whether to enable the PASV mode.
Proxy	Select whether to enable proxy.
Port No.	Enter the port number (input range: 1 to 65535).

Custom Setting
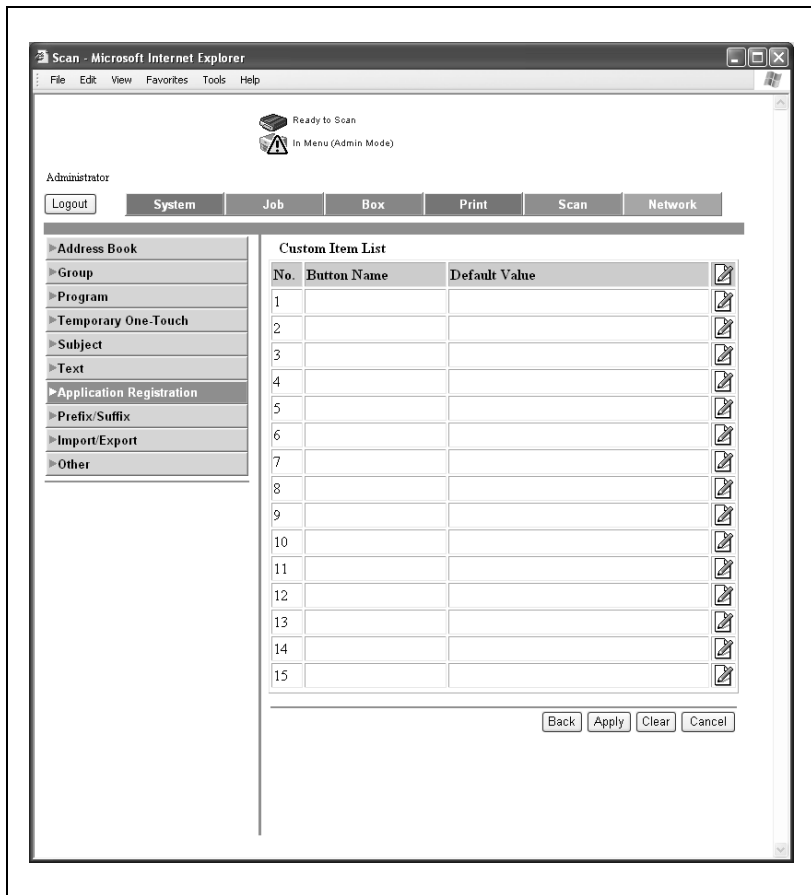
Item	Description
Custom Item List	Displays the custom items, button name, and default value if a template was selected. Click ✎ of the item to be added or changed.

Scan Setting
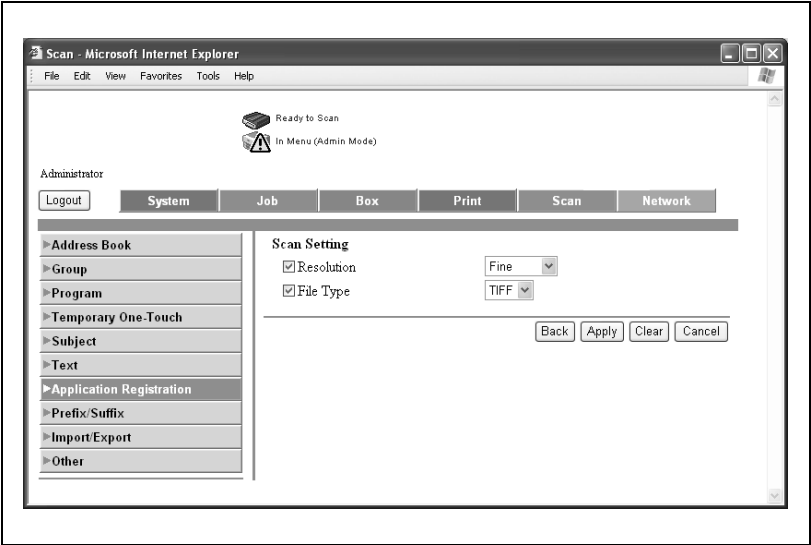
Item	Description
Resolution	Select to enable the resolution setting, and select Normal or Fine as the resolution.
File Type	Select to enable the file type setting, and select PDF or TIFF as the file type.

Notification Setting

Item	Description
Print Notification	Select to notify when printing.
Port No.	Enter the port number (input range: 1 to 65535).
Queue Name	Enter the queue name (up to 32 characters).
Notification Event	Select Error, Success, or Always as the notification event type.
E-Mail Address	Select to perform e-mail notifications, and enter the destination e-mail address (up to 32 characters).
Notification Event	Select Error, Success, or Always as the notification event type.
File Name	Select to notify the file name.
Notification Event	Select Error, Success, or Always as the notification event type.

To edit a registered application

1 Select the application to be edited, and click the [Registration/Edit] button.
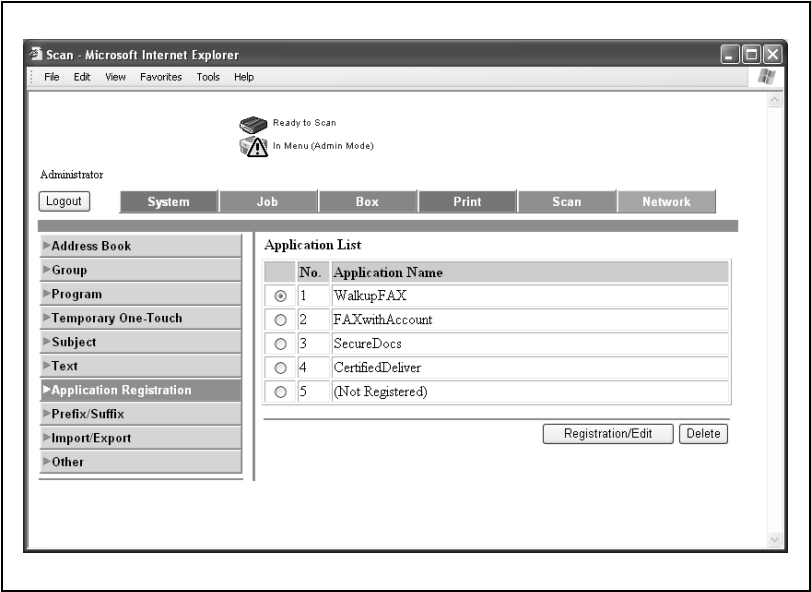
2   Select the type of item to be edited, and then click the [Next] button.
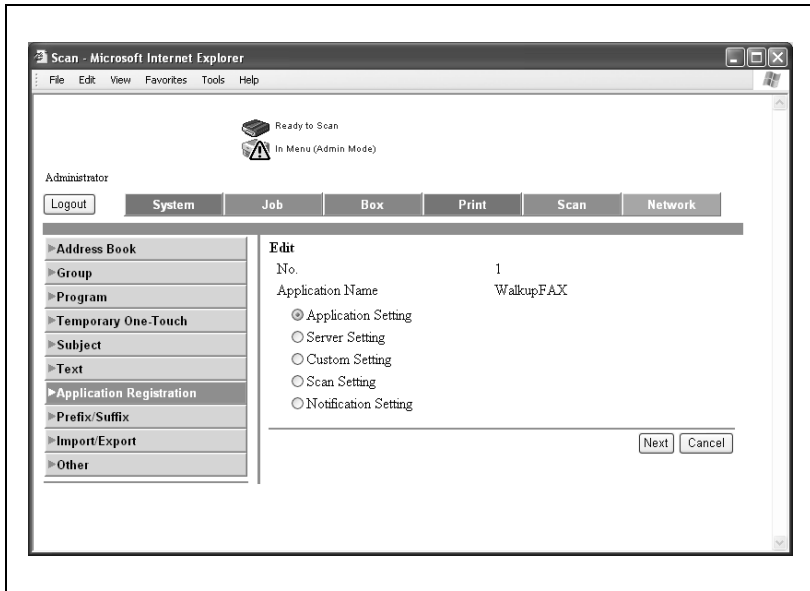
3   Specify the settings.
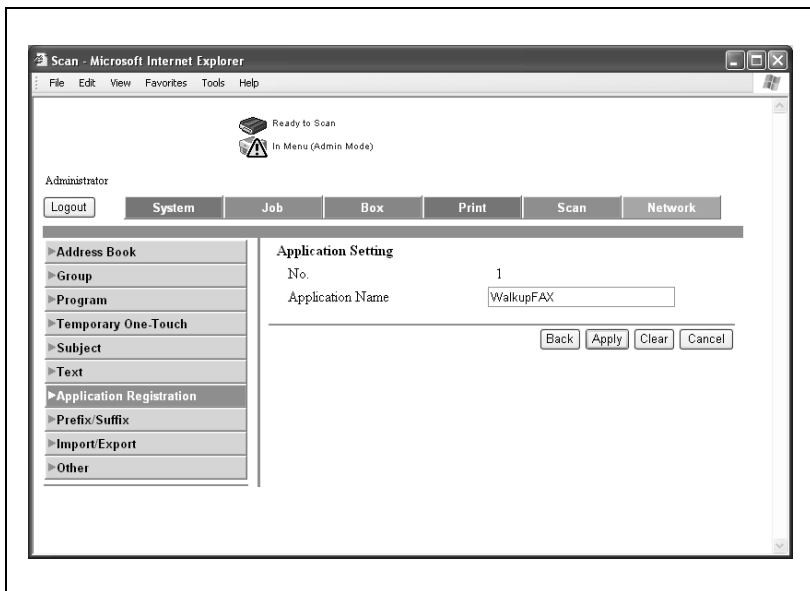
4   Click the [Apply] button.

5   Click the [OK] button.

To delete a registered application

1   Select the application to be deleted, and click the [Delete] button.
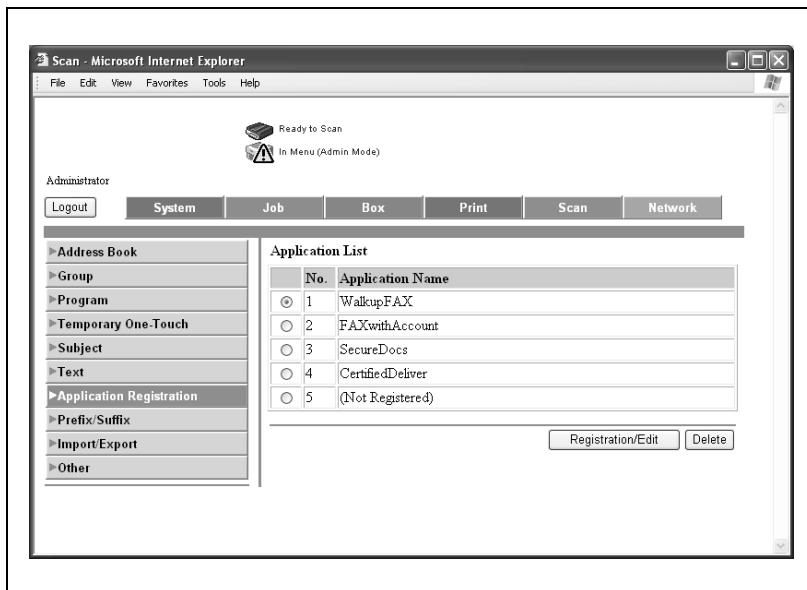
2   Check the setting, and then click the [OK] button.

The application name changes to "Not Registered".

5.17 Prefix/Suffix

The prefix and suffix that are provided as destination information when sending e-mail can be registered. If address book registration by users is disabled, the address book registration menu appears.
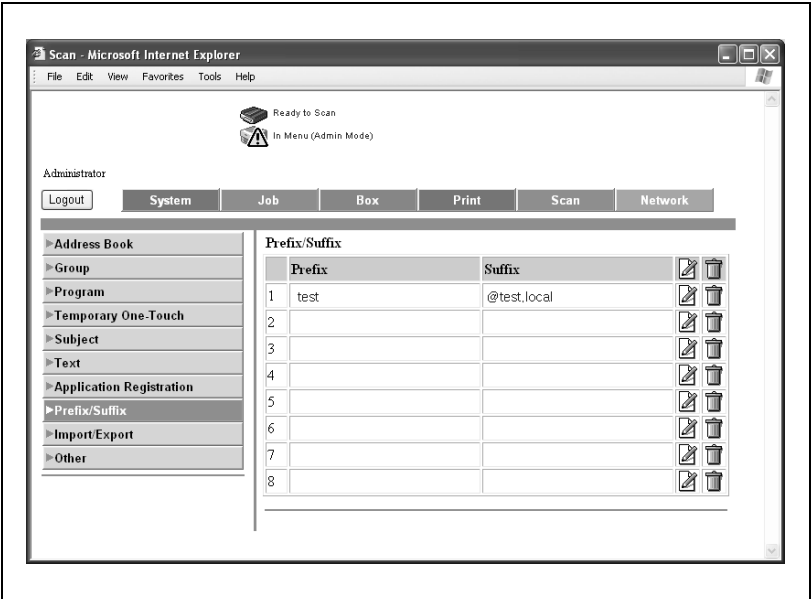
To register prefixes and suffixes

1 Click ✎ beside the prefix/suffix to be registered or edited.

The registration page appears.

2 Specify the prefix/suffix, and click [Apply].
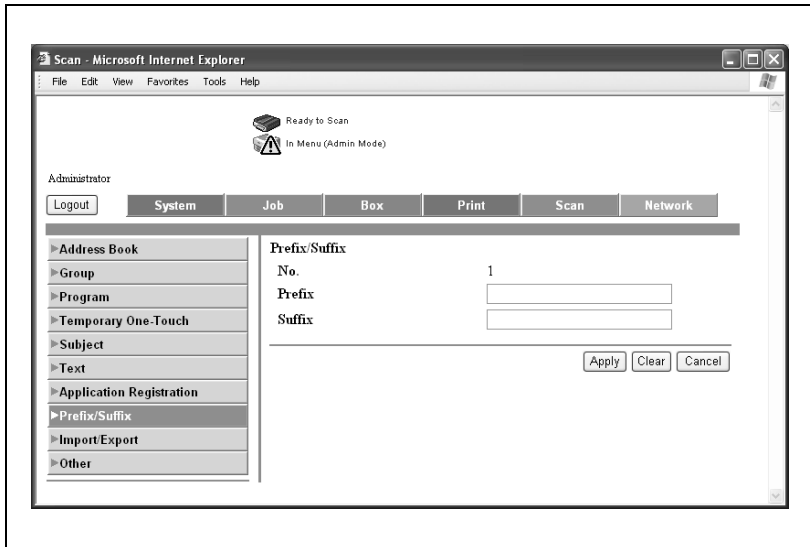
Item	Description
Prefix	Registers a prefix (setting: up to 20 characters).
Suffix	Registers a suffix (setting: up to 64 characters).

5.18 Import/Export

Used to import address book data from the computer or export the machine's address book.
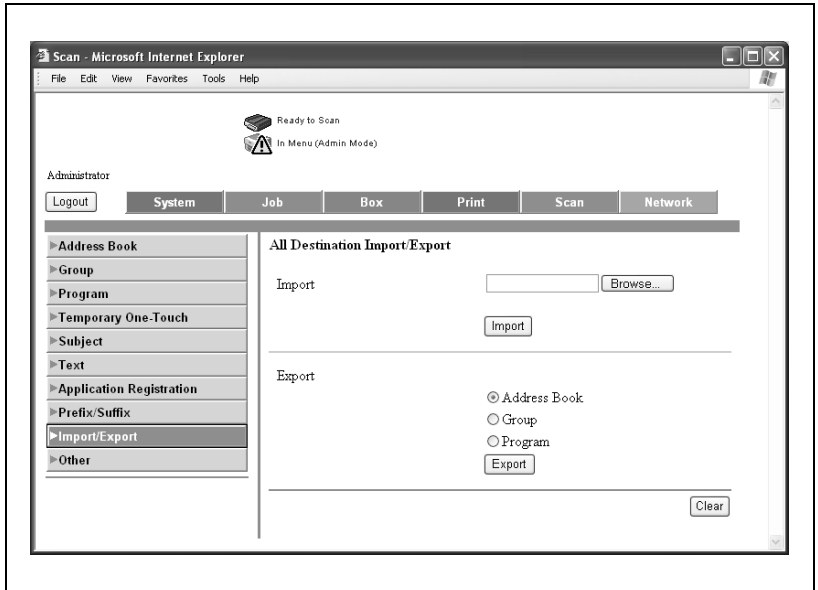
Importing

➔ Click [Browse...], select the address book data to be imported, and click [Import].

Exporting

➔ Click the destination data to be exported, and then click [Export].

5.19 Other

Specify address book restrictions.
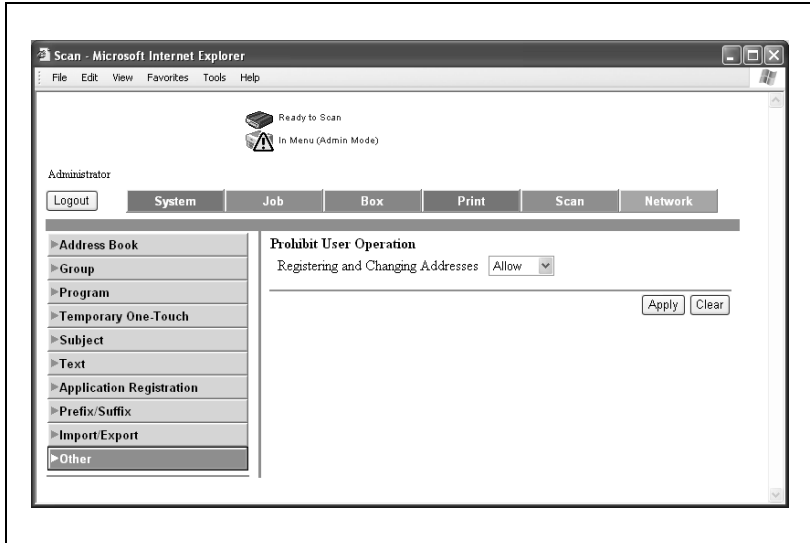
Item	Description
Prohibit User Operation	Specify whether to permit destination registration by users.

5.20 TCP/IP

✎ **. . .**

Reminder
To activate all network setting changes, turn the main power off and then back on.

When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally.

TCP/IP

Specify TCP/IP settings.

Item	Description
TCP/IP	Enables/disables TCP/IP.
Network Speed	Specify the transmission speed.
IP Address Setting Method	Select the IP address setting method.
IP Address	Specify the machine's IP address (syntax: "***.***.***.***" where the input range for *** is 0 to 255).
Subnet Mask	Specify the subnet mask of the target network (syntax: "***.***.***.***" where the input range for *** is 0 to 255).
Default Gateway	Specify the default gateway of the target network (syntax: "***.***.***.***" where the input range for *** is 0 to 255).
RAW Port Number 1	Specify the RAW port number (input range: 1 to 65535).
RAW Port Number 2	
RAW Port Number 3	
RAW Port Number 4	
RAW Port Number 5	
RAW Port Number 6	
Dynamic DNS Setting	Specify whether to use the dynamic DNS setting.
Host Name	Enter the host name (up to 63 characters).
DNS Domain Auto Obtain	Specify whether to enable the automatic acquisition of the DNS domain name.
DNS Default Domain Name	Enter the DNS default domain name (up to 254 characters including the characters for the host name).
DNS Search Domain Name1-3	Enter the DNS search domain name (up to 254 characters including the characters for the host name).
DNS Server Auto Obtain	Specify whether to enable the automatic acquisition of the DNS server.
Primary DNS Server	Enter the priority DNS server address (syntax: ***.***.***.*** where the input range for *** is 0 to 255).
Secondary DNS Server1-2	Enter the substitute DNS server address (syntax: ***.***.***.*** where the input range for *** is 0 to 255).
SLP	Enables/disables SLP.
LPD	Enables/disables LPD.

IP address filtering

Specify the IP address filter function.

Access restrictions can be applied by specifying the host IP address.
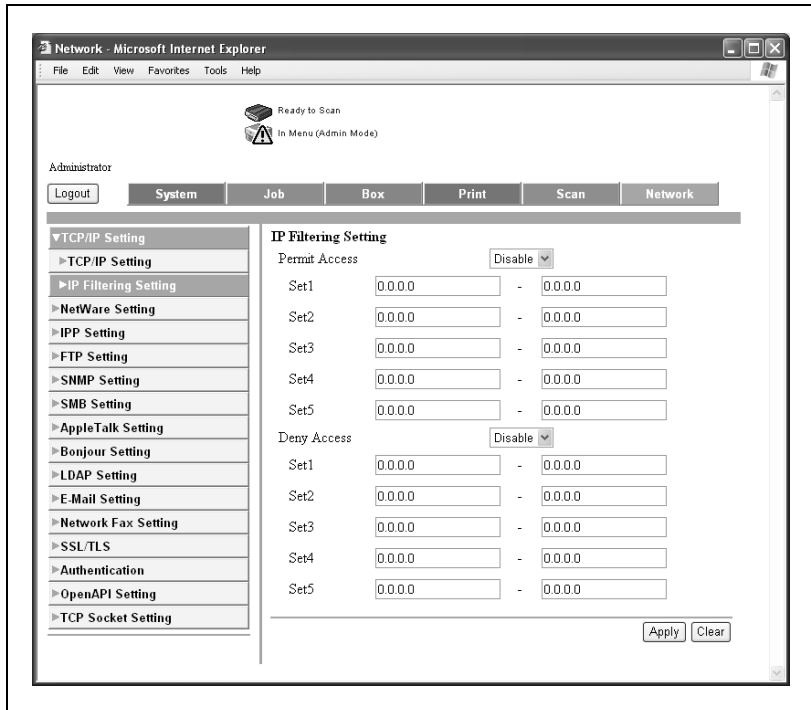
Item	Description
Permit Access	Enables/disables the access permission address setting, and enter the addresses to be permitted (syntax: "***.***.***.***" where the input range for *** is 0 to 255).
Deny Access	Enables/disables the access refusal address setting, and enter the addresses to be refused (syntax: "***.***.***.***" where the input range for *** is 0 to 255).

5.21 NetWare

Specify NetWare settings.

Item	Description
IPX Setting	Specify whether to enable the IPX setting.
Ethernet Frame Type	Select the frame type.
NetWare Print Mode	Specify the printer server print mode by selecting "OFF", "Pserver", "Nprinter", or "Rprinter".
Print Server Name	Enter the print server name (up to 63 characters excluding : ; , * [ ] < > | + = ?.).
Print Server Password	Enter the print server password (up to 63 characters).
Polling Interval	Enter the print queue scan rate (input range: 1 to 65535 seconds).
Bindery/NDS Setting	Select "NDS" or "NDS/Bindery".
File Server Name	Enter the Bindery file server name (up to 47 characters excluding / \ : ; , * [ ] < > | + = ? .).
NDS Context Name	Enter the NDS context name (up to 191 characters excluding / \ : ; , * [ ] < > | + = ?).
NDS Tree Name	Enter the NDS tree name (up to 63 characters excluding / \ : ; , * [ ] < > | + = ? .).
Printer Name	Enter the Nprinter/Rprinter name (up to 63 characters excluding / \ : ; , * [ ] < > | + = ? .).
Printer Number	Enter the Nprinter/Rprinter printer number (input range: 0 to 255).
Authentication System	Select whether to use the authentication system setting.

NetWare status

The NetWare server and queue names can be displayed to show the NetWare connection status.
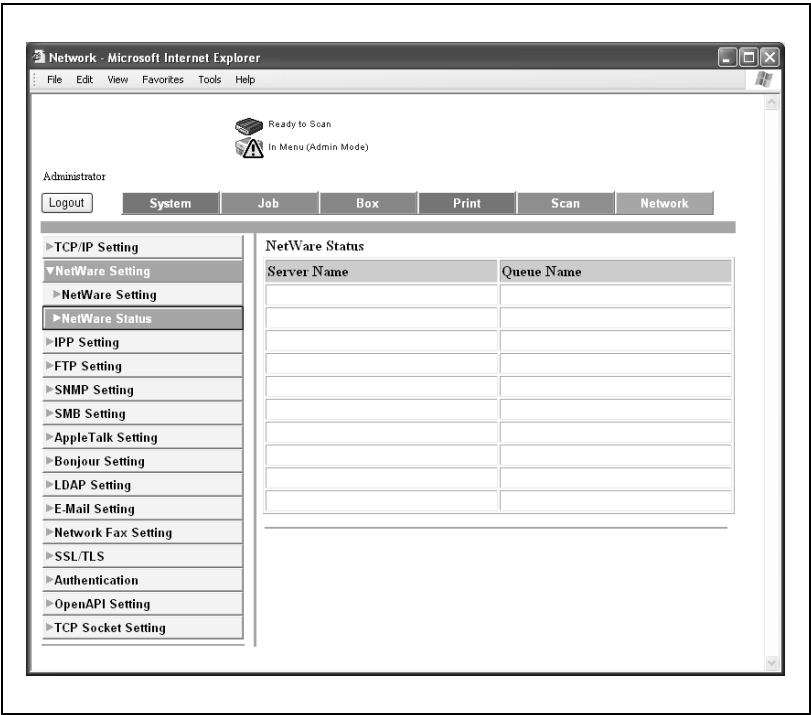
5.22 IPP

Specify the IPP print settings.

Item	Description
IPP Setting	Specify whether to enable the IPP print function.
Printer Name	Enter the printer name (up to 127 alphanumeric characters, hyphen, and underscore).
Printer Location	Enter the printer location (up to 127 characters). The contents entered in "Print Location" are included in the status notification e-mails. For the status notification details, refer to "Status notification settings" on page 4-127.
Printer Information	Enter the printer information (up to 127 characters).
Printer URI	Displays the URI of the printer that can print using IPP.
Support Operation	Specifies the print operations supported by IPP from the list of items. Print Job Valid Job Cancel Job Open Job Attributes Open Job Open Printer Attributes
IPP Authentication Setting	Select when performing IPP authentication and specify the setting described below. Authentication Method User Name Password realm

5.23　FTP

FTP TX

Specify client settings such as the FTP proxy server.
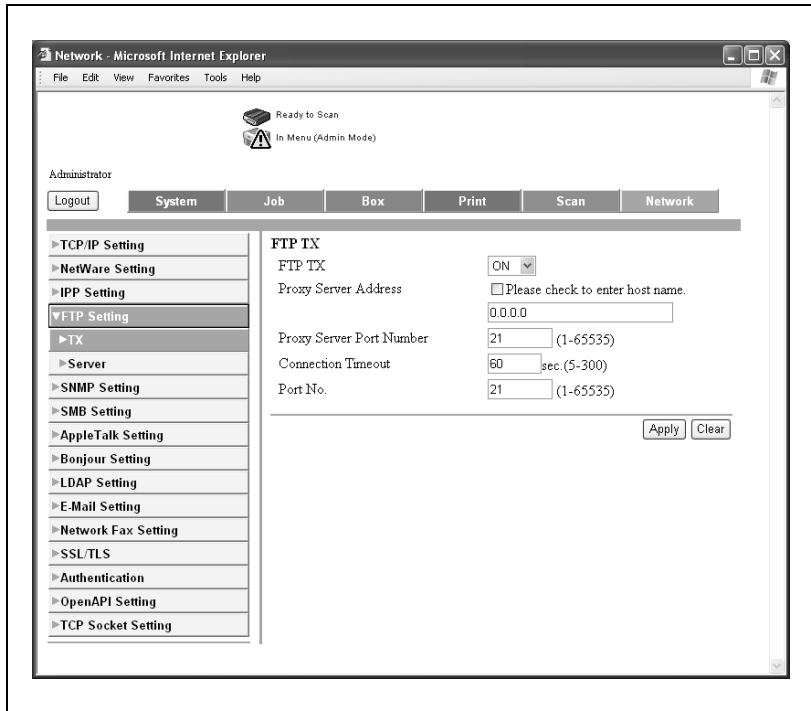
Item	Description
FTP TX	Specify whether to use this machine as an FTP server.
Proxy Server Address	Enter the proxy server address (syntax: "***.***.***.***" where the input range of *** is 0 to 255). Select to enter the host name.
Proxy Server Port Number	Enter the proxy server port number (input range: 1 to 65535).
Connection Timeout	Specify the connection timeout of the FTP server (input range: 5 to 300 seconds).
Port No.	Enter the port number (input range: 1 to 65535).

FTP server

Specify FTP server settings.
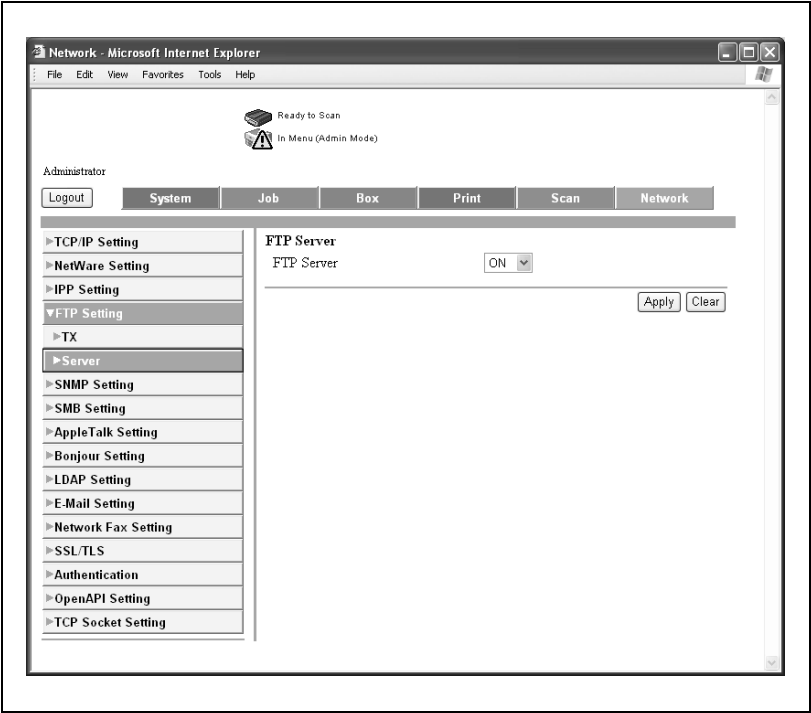
Item	Description
FTP Server	Specify the FTP server setting to "ON" or "OFF".

5.24 SNMP

Specify SNMP settings.

Item	Description
SNMP	Specify whether to use SNMP. Also, select the SNMP type to be used from the list of items. SNMPv1/v2c (IP) SNMPv3 (IP) SNMPv1 (IPX)
UDP Port Setting	Enter the UDP port number (input range: 1 to 65535).
SNMP v1/v2c Setting	Enter the community name for reading and writing. (up to 15 characters)
SNMP v3 Setting	Specify each setting described below. Context Name Discovery User Name Read User Name, Security Level, auth-password, priv-password Write User Name, Security Level, auth-password, priv-password

5.25 SMB

WINS setting

You can specify SMB WINS settings.
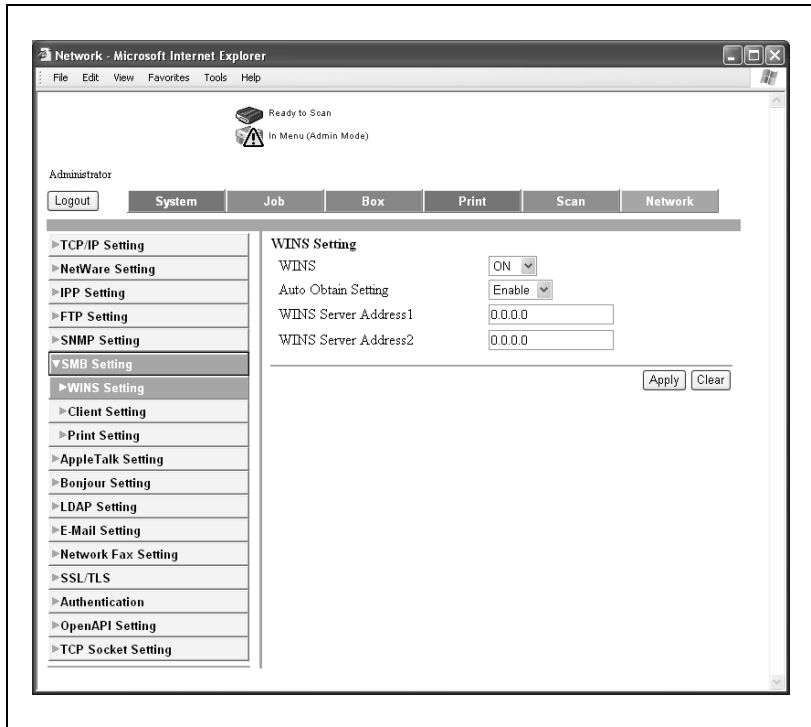
Item	Description
WINS	Specify whether to use WINS.
Auto Obtain Setting	Specify whether to enable the automatic acquisition of WINS.
WINS Server Address1	Enter the WINS server address (syntax: ***.***.***.*** where the input range for *** is 0 to 255).
WINS Server Address2	

✎
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Note
When performing SMB scans (host name setting) via a router, specify the WINS settings according to the SMB transmission settings in [SMB Setting] - [Client Setting].

Client setting

Specify SMB scan settings.
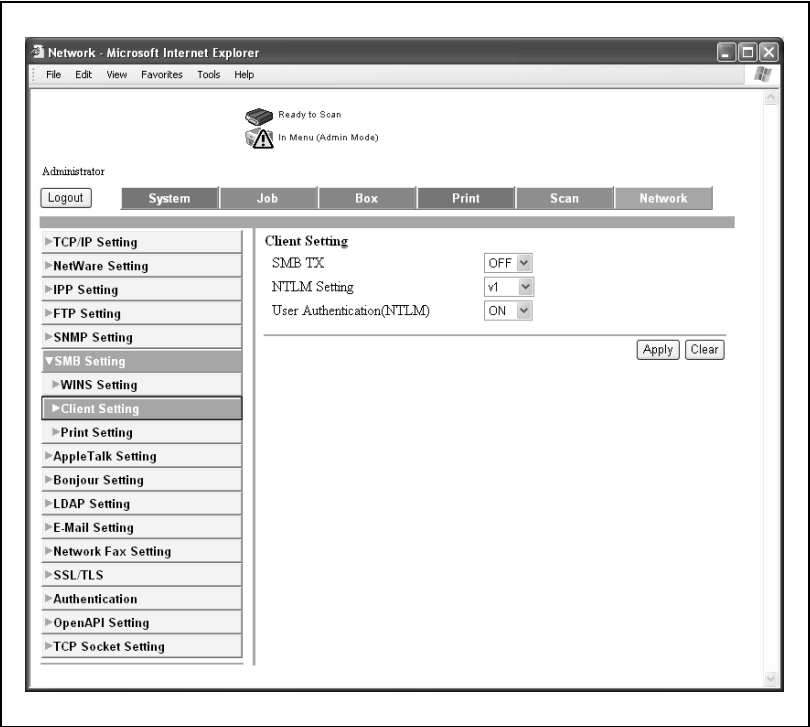
Item	Description
SMB TX	Specify whether to use SMB transmission.
NTLM Setting	Select the NTLM version to be used. Select [v1/v2] or [v1] when using a computer over a network that is running a Windows 98 SE or Windows Me operating system. Select [v1] when the Samba service is operating a server over a network.
User Authentication (NTLM)	Specify whether to use user authentication with NTLM.

✎ **. . .**
Note
To use the SMB (NTLM) of the external server authentication, [Scan Setting] or [Print Setting] must be turned ON.

✎ **. . .**
Note
NTLMv2 is available from Windows NT 4.0 (Service Pack 4).

Print setting

Specify SMB print settings.
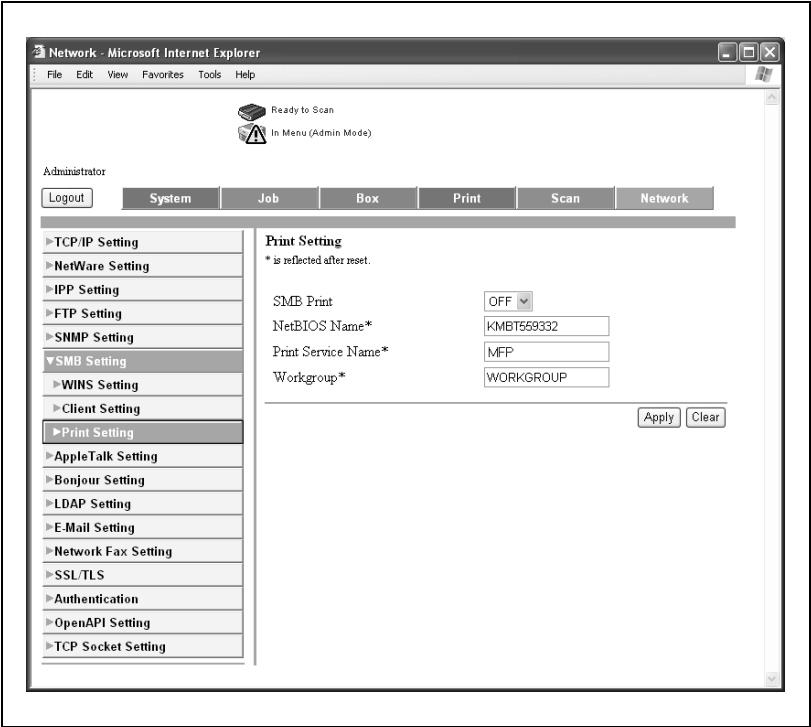
Item	Description
SMB Print	Specify whether to use the SMB printing (Windows printing) service.
NetBIOS Name	Enter the NetBIOS name (up to 15 characters).
Print Service Name	Enter the print service name (up to 12 characters).
Workgroup	Enter the work group name (up to 15 characters).

5.26　AppleTalk

Specify AppleTalk settings.
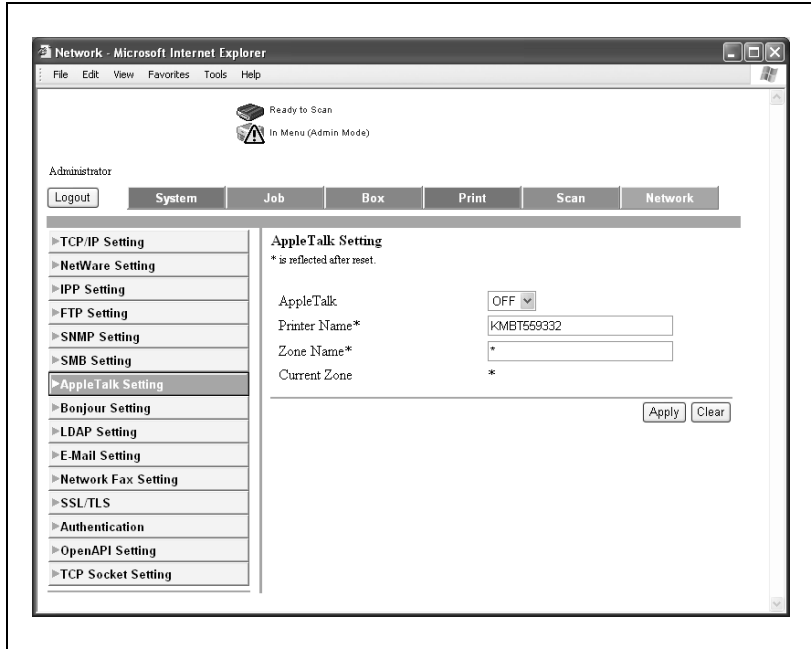
Item	Description
AppleTalk	Specify whether to use AppleTalk.
Printer Name	Enter the print name (up to 31 characters excluding = ~).
Zone Name	Enter the zone name (up to 31 characters).
Current Zone	Displays the current zone.

5.27 Bonjour setting

You can specify the Bonjour settings.
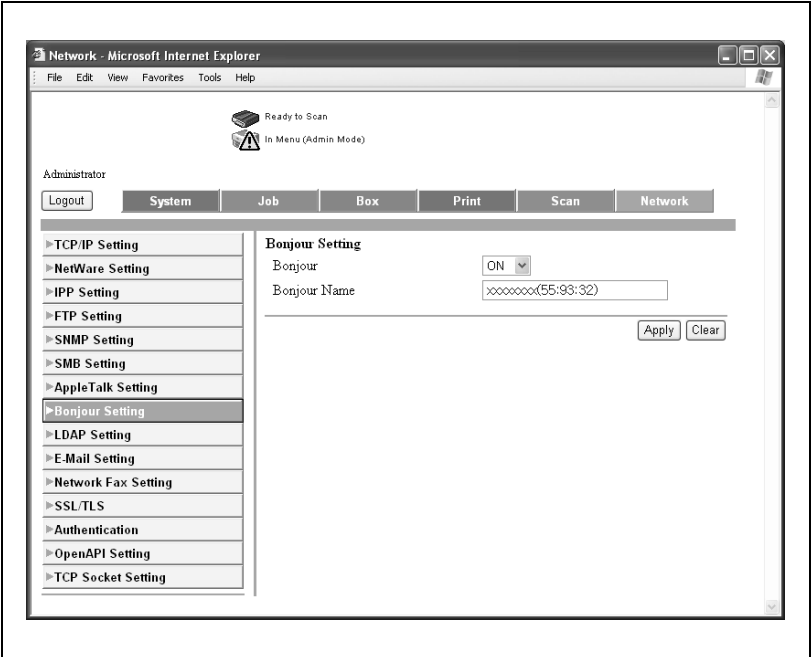
Item	Description
Bonjour	Specify whether to use the Bonjour setting.
Bonjour Name	Specify the device name that is used with Bonjour (up to 31 characters).

5.28 LDAP setting

LDAP setting

Specify whether to use the LDAP setting.
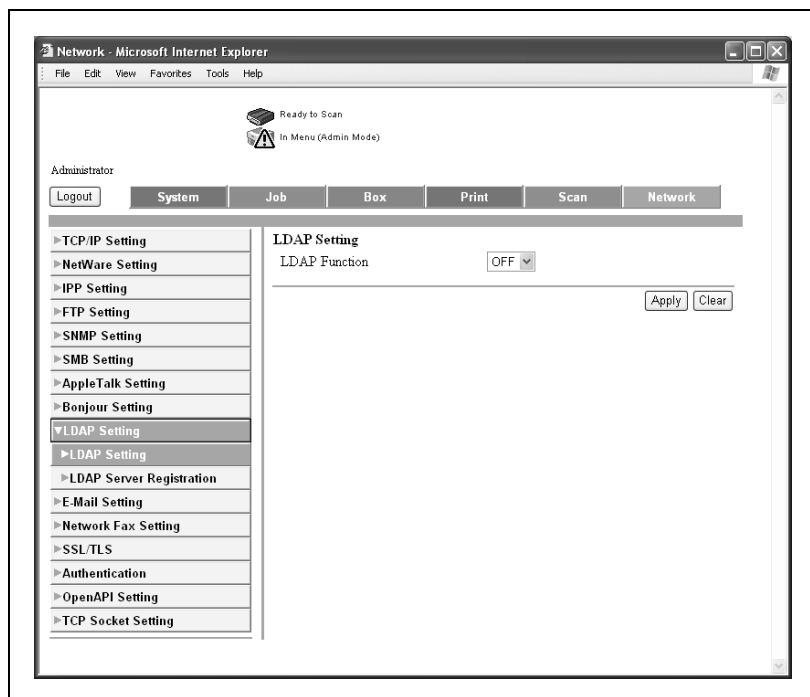
LDAP server registration

1 On the Network tab, click [LDAP Setting].

2 Click [LDAP Server Registration].

3 Click 🖉 of the server to be registered.

– You can specify 5 LDAP servers.

4 Specify the desired settings.

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Detail
The setting that must be specified vary depending on the authentication method. If "anonymous" is selected, settings for "Domain Name", "Login Name", and "Password" are not required.

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Reminder
If the LDAP server settings are not specified correctly, network failure may occur. The server administrator should specify LDAP settings.

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Note
Be sure to use an authentication method like the one that is used by the LDAP server. For details, refer to the manual of the LDAP server being used.

If the authentication method is specified as "GSS-SPNEGO", enter the domain name for "Active Directory".

Item	Description
No.	Displays the LDAP server number.
LDAP Server Name	Enter the LDAP server name.
Server Address	Enter the LDAP server address (syntax: "***.***.***.***" or FQDN where the input range of *** is 0 to 255). Symbols "-" and "." can be used.
Port No.	Enter the port number used to communicate with the LDAP server (input range: 1 to 65535).
Enable SSL/Port No. (SSL)	Specify whether to perform communications with the LDAP server using SSL/TLS.
Search Base	Enter the search start point of the LDAP search (up to 255 characters).
Timeout	Enter the LDAP search timeout (input range: 5 to 300 seconds).
Max Search Results	Enter the maximum number of hits to be received as the LDAP search result (input range: 5 to 1000).
Authentication Method	Set the LDAP authentication method.
Login Name	Enter the login name if authentication is not set to "anonymous" (up to 255 characters).
Password	Enter the password if authentication is not set to "anonymous" (up to 128 characters).
Domain Name	Enter the domain name if authentication is set to "GSS-SPNE-GO" (up to 64 characters).
Select Server Authentication Method	Select the LDAP server authentication method.
Use Referral	Specify whether to use the referral setting. When referral is used, the search base that was specified in LDAP Sever Setting searches the top and bottom levels as the starting point.
Initial Setting for Search Details	Specify the conditions to perform LDAP detailed searches. Select OR, AND, Begins With, or Ends With for Name, E-Mail, Fax Number, Last Name, First Name, City, Company Name, and Department.
[Check Connection] button	Click to check the connection to the LDAP server using the specified settings.

5.29 E-mail setting

E-mail RX (POP)

You can specify the settings to perform the authentication of the e-mail sender with POP Before SMTP.
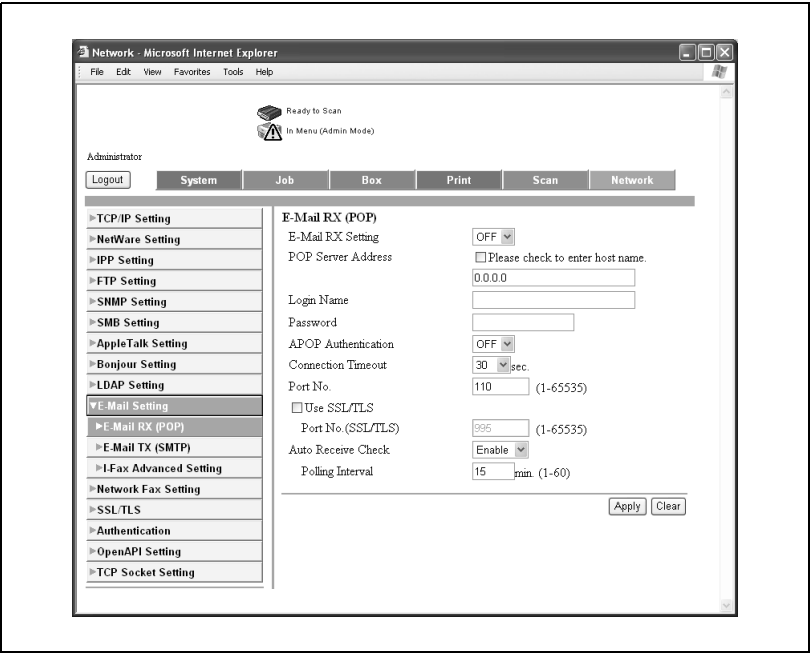
Item	Description
E-Mail RX Setting	Specify whether to use the e-mail reception setting.
POP Server Address	Enter the receiving POP server address (syntax: "***.***.***.***" or FQDN where the input range of *** is 0 to 255). When entering the host name, select the "Please check to enter host name." check box.
Login Name	Enter the user name used to log on to the POP server (up to 63 characters).
Password	Enter the password for logging on to the POP server (up to 15 alphanumeric characters).
APOP Authentication	Enables/disables APOP authentication.
Connection Timeout	Specify the connection timeout of the server (input range: 30 to 300 seconds).
Port No.	Enter the server port number (input range: 1 to 65535).

Item	Description
Use SSL/TLS Port No. (SSL/TLS)	Select to use SSL/TLS. Also, enter the port number to be used.
Auto Receive Check	Select whether to enable Auto-RX Check for e-mails received.
Polling Interval	If "Enable" was selected in Auto-RX Check, specify the polling interval time (input range: 1 to 60 minutes).

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Note

If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP" on page 5-89.

E-mail TX (SMTP)

Specify e-mail send settings.

Item	Description
E-Mail TX Setting	Specify whether to use the e-mail transmission setting.
Scan to E-Mail	Specify whether to use Scan to E-Mail.
E-Mail Notification	Specify whether to use the e-mail notification function.
Meter Counter Notification	Specify whether to use the total counter notification function.
SMTP Server Address	Enter the sending SMTP server address (syntax: "***.***.***.***" or FQDN where the input range of *** is 0 to 255). When entering the host name, select the "Please check to enter host name." check box.
Port No.	Enter the server port number (input range: 1 to 65535).
Use SSL/TLS Port No. (SSL/TLS)	Specify whether to use SSL/TLS during e-mail transmission. To use, select the check box, and then type in the port number.
Connection Timeout	Specify the connection timeout of the server (input range: 30 to 300 seconds).
Max Mail Size	Specify whether to limit the size of e-mail transmissions.
Server Capacity	Enter the SMTP server capacity when mail size restriction is enabled (input range: 1 to 100 MB).
Admin. E-Mail Address	Enter the From address for scanner transmissions and the From address when user authentication is disabled (up to 320 characters).
Device Mail Address	Enter the device address (up to 320 characters).
POP Before SMTP	Specify whether to use POP Before SMTP.
POP Before SMTP Time	Enter the POP Before SMTP time (input range: 0 to 60 seconds).
SMTP Authentication	Select whether to use SMTP server authentication.
User ID	Enter the user ID when performing SMTP server authentication (up to 63 characters).
Password	Enter the password for SMTP server authentication (up to 15 characters).
Domain Name	Enter the SMTP server domain name.
Binary Division	Specify whether to send large volume of e-mail in small sizes and separated. Use to send data that has exceeded the maximum capacity when the maximum capacity is limited per e-mail on the e-mail server.
Divided Mail Size	Enter the division size for binary files (input range: 100 to 15000 KB).

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Detail

If running an antivirus program on the e-mail server, the binary division function may not be able to be used. For details, ask the network administrator.

To receive binary e-mails, an e-mail client that supports receiving separated e-mail is required. Note that even if separated e-mail is received it may not be combined depending on the e-mail client being used.

✎ **. . .**

Note

If selecting [Host Name Input], check that the DNS settings are specified correctly before making the selection. For details, refer to "TCP/IP" on page 5-89.

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Detail

To perform user authentication with POP Before SMTP, the settings that will allow POP to access the e-mail server must be specified. For details, refer to "E-mail RX (POP)" on page 5-113.

5.30   SSL/TLS

Specify SSL/TLS settings. When SSL/TLS is enabled, the communication between the machine and the client computer is encrypted to prevent information leakage such as passwords and transmitted data.

If a certificate is installed, the following page appears.

✎ **. . .**

Note

The displayed information varies depending on the registered information.
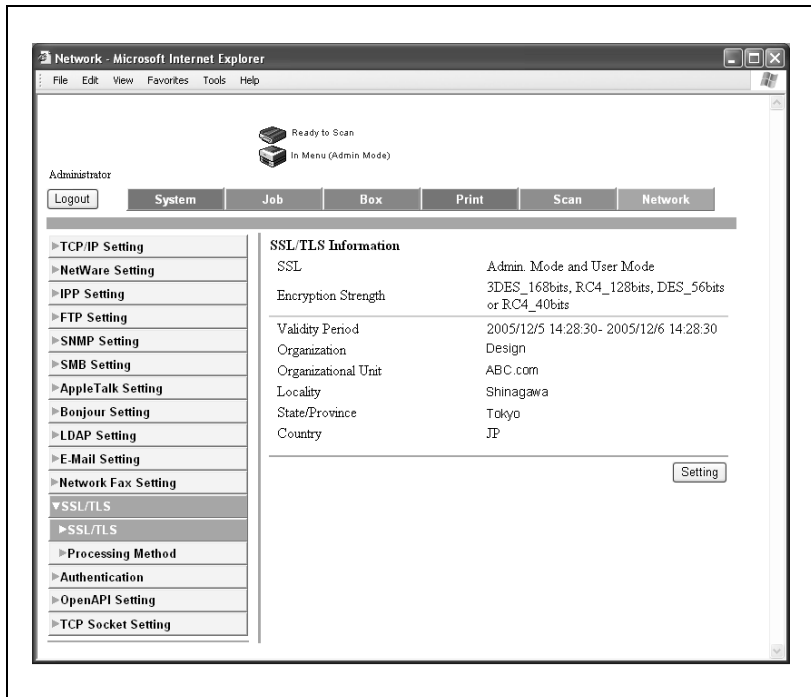
If a certificate is not installed, the following page appears.

If you create a self-signed certificate or obtain and install a certificate from a Certificate Authority, SSL/TLS is enabled.
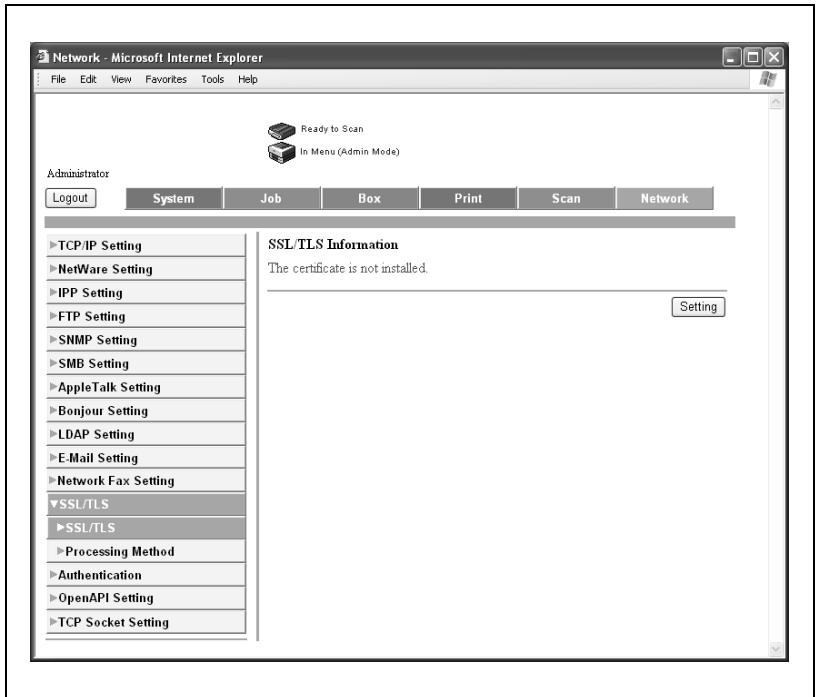
Click [Setting] to change certificate information, delete certificates, or create new certificates.

SSL/TLS setting

If "Create a self-signed Certificate" is selected, settings for the following need to be entered.

To create your own certificate, select "Create a self-signed Certificate".

Item	Description
Common Name	The machine's IP address or domain name is displayed. The settings when this machine is accessed are displayed.
Organization	Enter the organization name used to create an organization certificate (up to 63 ASCII characters).
Organization Unit	Enter the department name used to create a department certificate (up to 63 ASCII characters).
Locality	Enter the city name used to create a city certificate (up to 127 ASCII characters).
State/Province	Enter the state/province name used to create a state/province certificate (up to 127 ASCII characters).
Country	Enter a country code (2 characters) defined by ISO3166 for creating a country certificate. United States: US, United Kingdom: GB, Italy: IT, Australia: AU, Netherlands: NL, Canada: CA, Spain: ES, Czech Republic: CZ, China: CN, Denmark: DK, Germany: DE, Japan: JP, France: FR, Belgium: BE, Russia: RU
Validity Start Date	Enter the validity start date. The date/time when this page is opened is displayed.
Validity Period	Enter the validity period of the certificate as a number of days from the validity start date (input range: 1 to 3650 days).
Encryption Strength	Specify the encryption type.
Mode using SSL/TLS	Specify the mode using SSL/TLS.

If "Request a Certificate" is selected, settings for the following need to be entered.

To request a certificate from the certificate authority, select "Request a Certificate".

Item	Description
Common Name	The machine's IP address or domain name is displayed. The settings when this machine is accessed are displayed.
Organization Name	Enter the organization name used to create an organization certificate (up to 63 ASCII characters).
Organization Unit	Enter the department name used to create a department certificate (up to 63 ASCII characters).
Locality	Enter the city/village name used to create a city/village certificate (up to 127 ASCII characters).
State/Province	Enter the state/province name used to create a state/province certificate (up to 127 ASCII characters).
Country	Enter a country code (2 characters) defined by ISO3166 for creating a country certificate. United States: US, United Kingdom: GB, Italy: IT, Australia: AU, Netherlands: NL, Canada: CA, Spain: ES, Czech Republic: CZ, China: CN, Denmark: DK, Germany: DE, Japan: JP, France: FR, Belgium: BE, Russia: RU

To create a certificate

1   Click [Setting].

A page for selecting the function appears.

2   Select "Create a self-signed Certificate" or "Request a Certificate", and then click [Next].

The registration page appears.
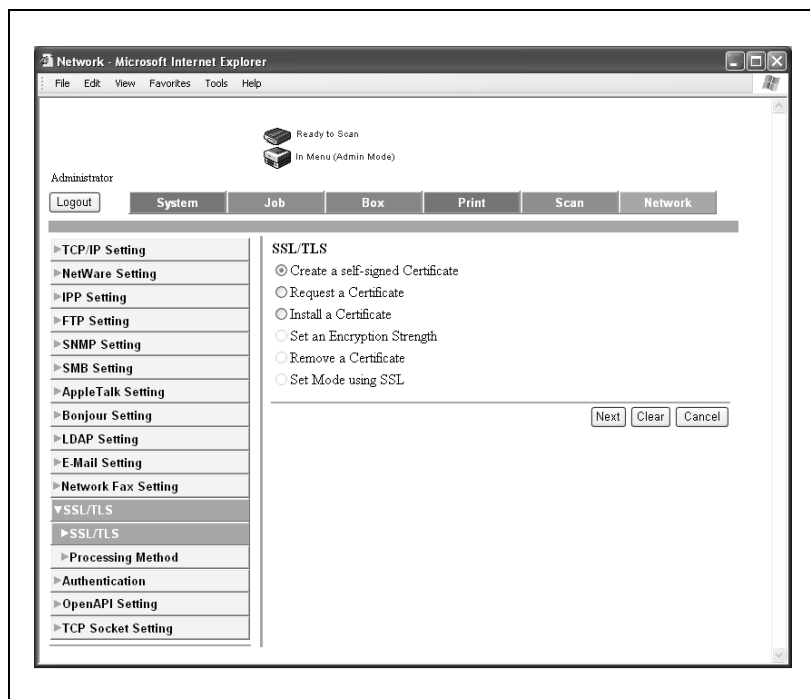
3 Specify the desired settings.

Example for Create a self-signed Certificate
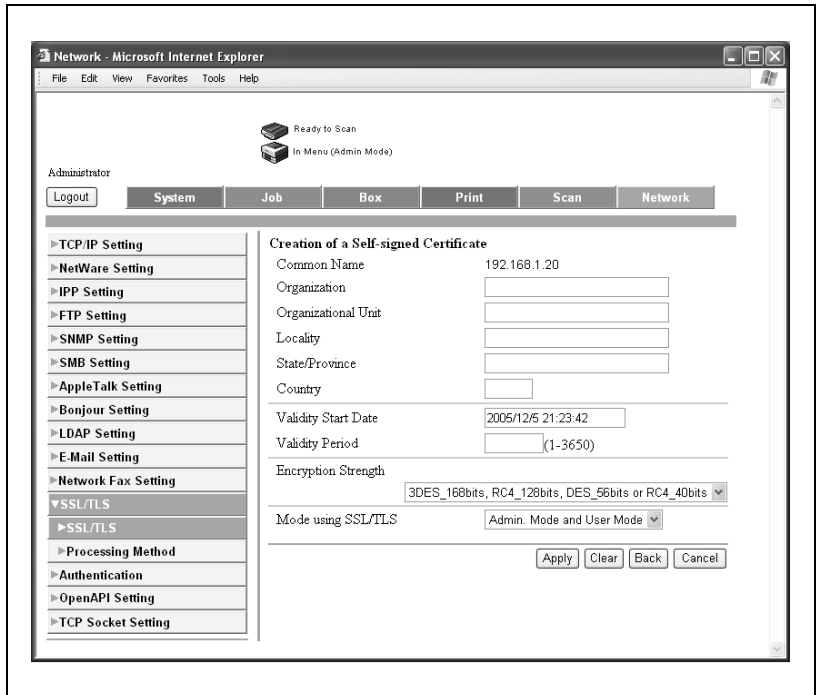
4 Click [Apply] or [Next].
A certificate can be registered or obtained.

– If a request was made for a certificate, proceed to step 5.
– If a self-signed certificate was created, the procedure ends here.

5 Save or copy the displayed certificate information.
Continue to install the certificate.

SSL/TLS setting — Install a certificate

Install the certificate issued by the Certificate Authority.

1 Click [Setting].

A page for selecting the function appears.

2 Select "Install a Certificate", and then click [Next].

A text input page appears.

3 Copy the issued certificate information and paste in the text. Then, click [Next].

4 Select the encryption level and operation mode, and then click the [Install] button.

✎ . . .

Reminder
If a new certificate has been created, log out once from Administrator mode.

Set an encryption strength

1 In the SSL/TLS page, select "Set an Encryption Strength", and then click the [Next] button.
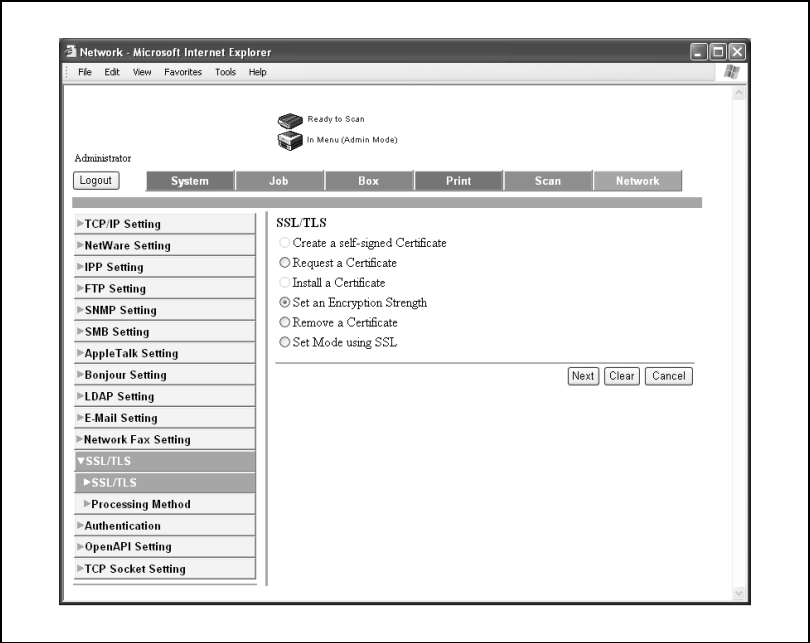
2 Select the encryption strength, and then click the [Apply] button.
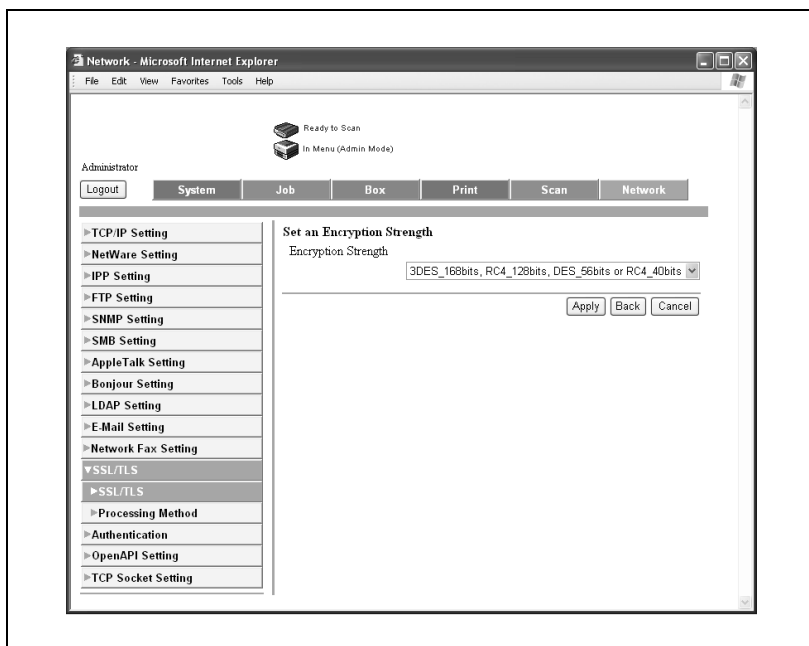
Remove a certificate

1 In the SSL/TLS page, select "Remove a Certificate", and then click the [Next] button.
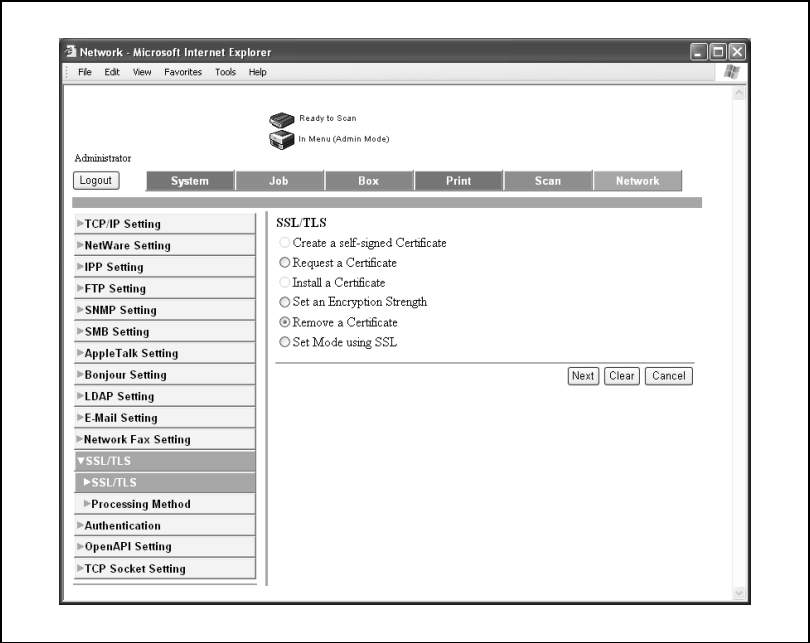
2 Check the message, and then click the [OK] button.
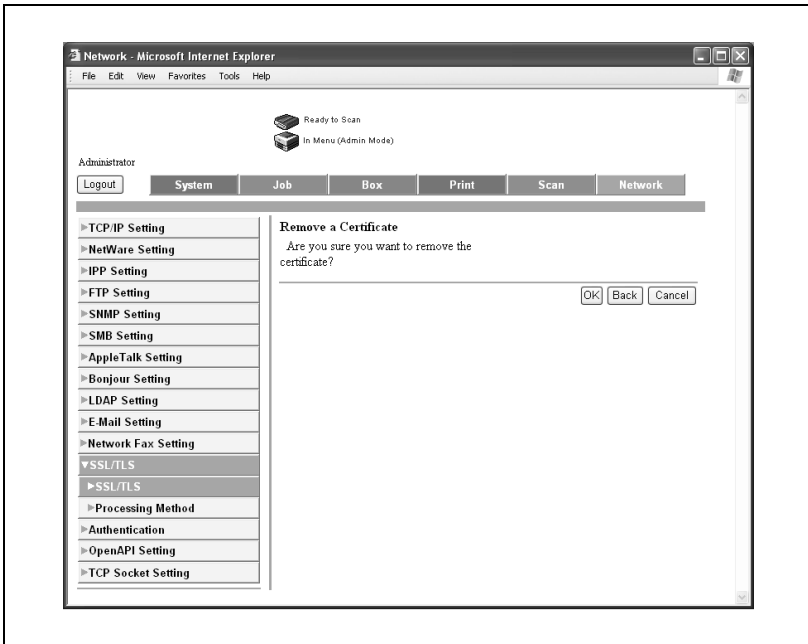
Set mode using SSL

Select the mode using SSL.

1 In the SSL/TLS page, select "Set Mode using SSL", and then click the [Next] button.
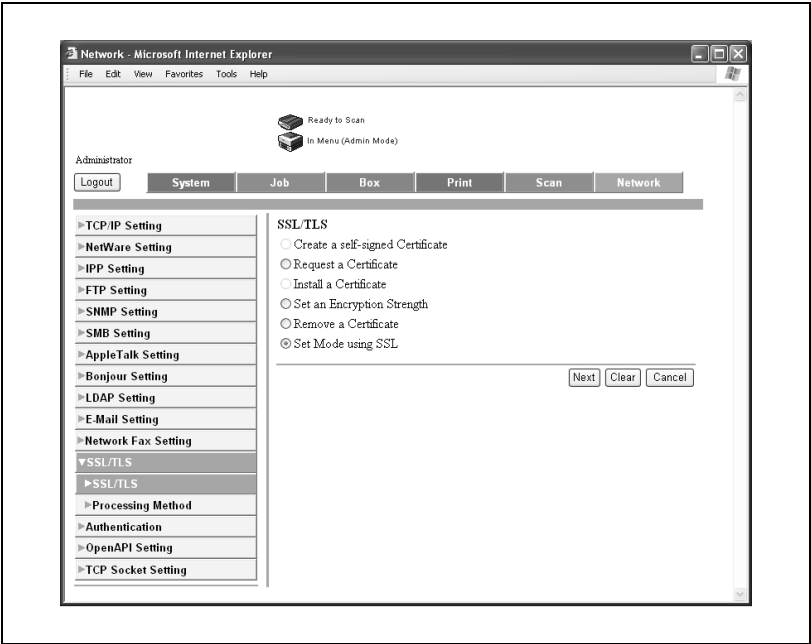
2   Select the mode using SSL, and then click the [Apply] button.
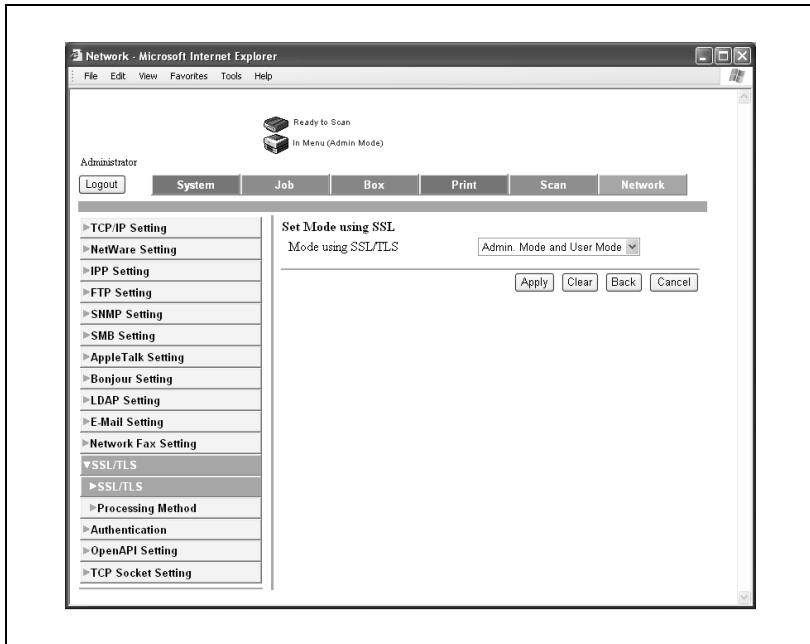
Processing mode

When this machine is to be connected to an SSL server as a client, you can specify the operation method when the validation of the SSL server certificate has expired.

Item	Description
Continue	The job continues even when the validation of a server certification has expired.
Delete the Job	The job is deleted when the validation of a server certification has expired.

✎ **. . .**
Note
The functions that can be specified are described below.
SMTP over SSL
POP over SSL
LDAP over SSL

To specify the mode using SSL

1   On the Network tab, click [SSL/TLS].

2   Click [Processing Method].

3   Select the processing method, and then click the [Apply] button.
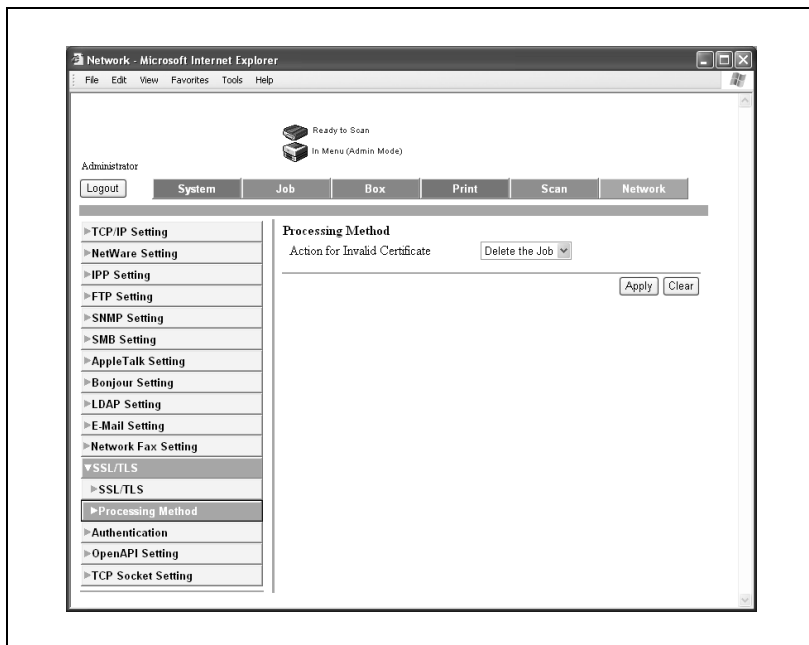
5.31 Authentication

User authentication/account track

The settings that can be specified are described below.

Item	Description
User Authentication	Select "OFF", "ON (External Server)", or "ON (MFP)" as the user authentication type.
Public User Access	If performing user authentication, specify whether to allow public users.
External Server Authentication	If performing external server authentication, select the server type.
Active Directory - Default Domain Name	Enter the default domain name for Active Directory.
NTLM - Default Domain Name	Enter the default domain name for NTLM.
NDS - Default NDS Tree Name	Enter the default NDS tree name for NDS.
NDS - Default NDS Context Name	Enter the default NDS context name for NDS.
Account Track	Select whether to perform account track.
Account Track Input Method	Select the account track authentication method.
Synchronize User Authentication & Account Track	Select whether to synchronize the authentication of user authentication and account track.
Number of Counters Assigned for Users	Enter the number of counters assigned for users (input range: 1 to 999).
When # of Jobs Reach Maximum	Specify the operation when the number of sheets for copying and printing reach the specified maximum value.

To specify the user authentication and account track settings

1   On the Network tab, click [Authentication].

2   Enter the required settings.
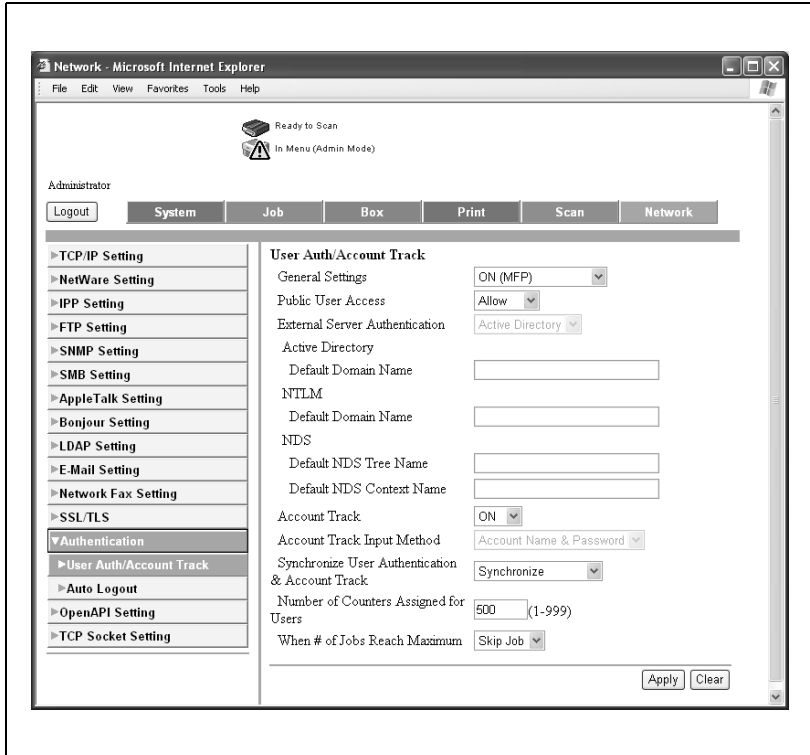
3   Click the [Apply] button.

Auto logout

Specify auto logout settings for Administrator mode and User mode.

If no operation is performed within the specified time, the administrator or user is automatically logged out.
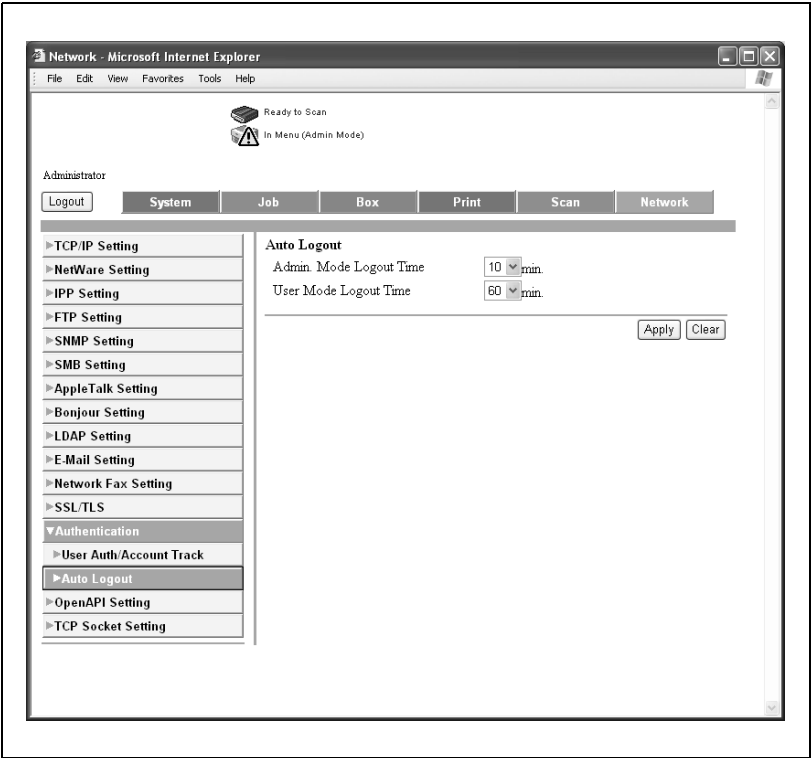
Item	Description
Admin Mode Logout Time	Enter the auto logout time (input range: 1 to 10, 20, 30, 40, 50, 60 minutes).
User Mode Logout Time	Enter the auto logout time (input range: 1 to 10, 20, 30, 40, 50, 60 minutes).

5.32 OpenAPI

Specify OpenAPI.
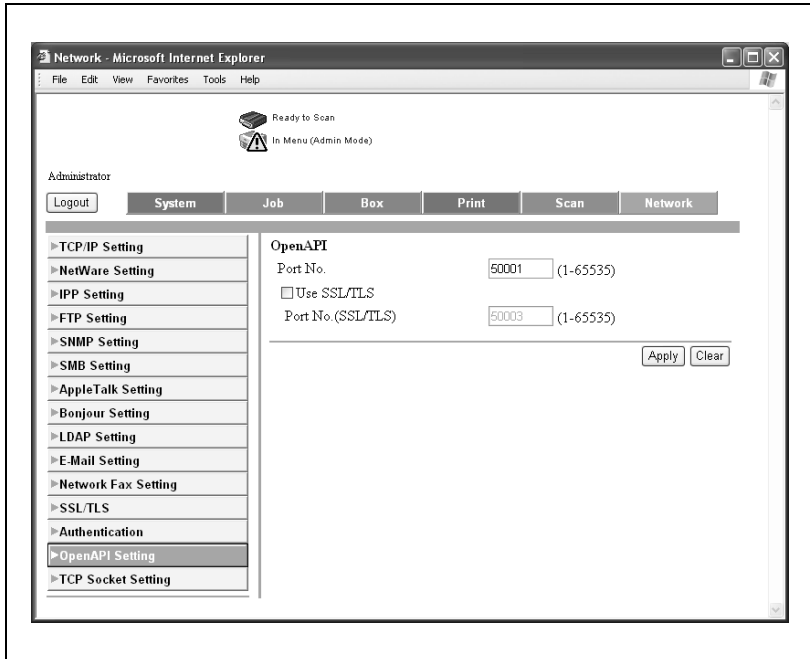
Item	Description
Port No.	Enter the port number (input range: 1 to 65535).
Use SSL/TLS Port No. (SSL/TLS)	Specifies whether to use SSL/TLS. To use, select the check box, and then type in the port number.

5.33 TCP socket setting

You can specify TCP socket settings.

The settings that can be specified are described below.

Item	Description
TCP Socket	Specify whether to use a TCP socket.
Port No.	Enter the port number (input range: 1 to 65535).
Use SSL/TLS	Select to use SSL/TLS.
Port No. (SSL/TLS)	Enter the port number for SSL/TLS (input range: 1 to 65535).
TCP Socket (ASCII Mode)	Specify whether to use a TCP socket in the ASCII mode.
Port No. (ASCII Mode)	Enter the port number (input range: 1 to 65535).

✎ **. . .**

Reminder

When changing the TCP socket settings, be sure to turn the power of this machine off, then on again.

When turning the main power switch to "OFF", then to "ON", wait 10 seconds or more before turning the switch to "ON" again; otherwise, this machine may not function normally.

To specify the TCP socket settings

1 On the Network tab, click [TCP Socket Setting].

2 Enter the required settings.
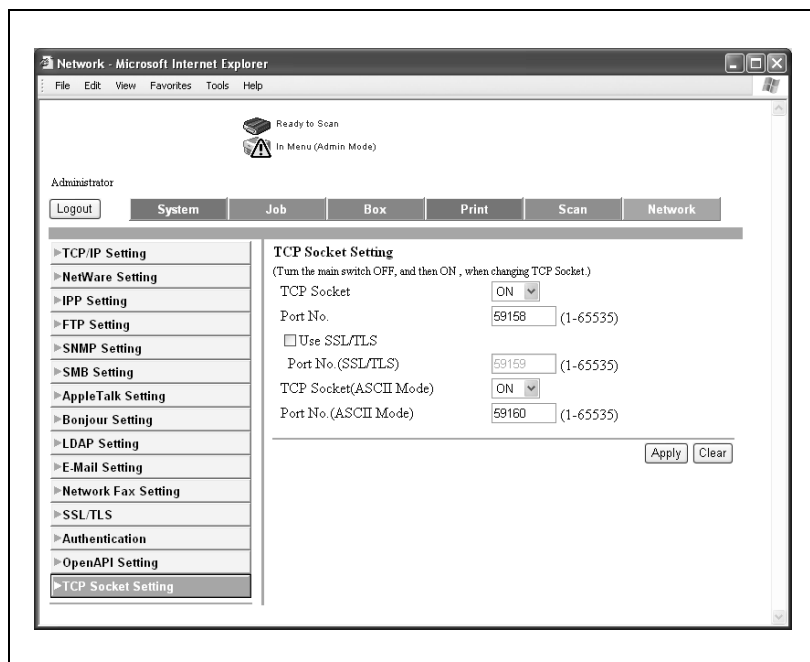
3 Click the [Apply] button.

6 Scan function troubleshooting

6 Scan function troubleshooting

6.1 Error list

If an error message appears, take action as described below.

Message	Cause and remedy
Cannot connect to the network.	A connection to the network could not be established. Check if the network cable is correctly connected. In addition, check that the Network Setting parameters on the Administrator Setting screen have been correctly specified.
The destination cannot be selected because the number of destinations has exceeded the max. number of broadcasting possible.	The number of destinations specified exceeds the number possible for a broadcast transmission. Reduce the number of broadcast destinations, or send the transmission in multiple batches.
Image could not be saved in User Box due to insufficient capacity in HDD. Please check Job History.	The hard disk is full. Delete unnecessary data, and then try saving the image.
The number of User Box has reached its maximum.	The number of user boxes that can be registered has reached the maximum number possible. Delete unnecessary user boxes, and then try registering new boxes.
The number of documents in User Box has reached its maximum.	The number of documents that can be saved in a user box has reached the maximum number possible. Delete unnecessary documents, and then try saving the document.
The number of jobs has reached its maximum. Please wait until a job is completed.	The number of jobs that can be programmed has reached the maximum number possible. Wait until a job has been completed, or delete a current job.
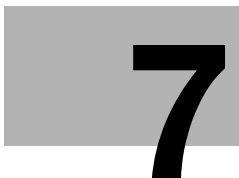
7 Appendix

7 Appendix

7.1 Product specifications

Scanning functions

Item	Specifications
Scan Speed	600 dpi 25 pages/minute (A4)
Scannable Range	Same as the copier (11 × 17 maximum)
Functions	Scan to E-Mail Scan to FTP Scan to SMB Save in User BOX
Scanner Resolution	200/300/400/600 dpi
Scannable Paper Size	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to A5 ▭
Special Functions	"Mixed Original", "Thick Original", "Bind", "Erase" (frame erasing), "Center Erase", "Original Direction"

Network function

Item	Specifications
Type	Embedded
Frame Type	IEEE802.2/802.3/Ethernet II/IEEE802.3SNAP
Cable Type	10Base-T/100Base-TX
Connector	RJ-45
Supported Protocols	TCP/IP (BOOTP, ARP, ICMP, DHCP, SNMP, HTTP, FTP, SMTP, POP, IPP, SMB, LPD, SLP, SSL), IPX/SPX, Apple-Talk (EtherTalk), and LDAP
Compatible LDAP Servers	OpenLDAP 2.0.27, Active Directory, Exchange5.5, Netscape/iPlanet Directory Server, Novell Netware5 NDS, Novell eDirectory 8.6/8.7, and LotusDominoServer*
Supported LDAP Protocol	LDAP Protocol Version 3 (Version 2 not supported)
Compatible SSL Versions	SSL2, SSL3, and TLS1.0 (An x.509 certificate must be installed on the server.)
Multiprotocol	Auto detection
Network Setting Tool (General Purpose)	Network Setup
Network Setting Tool (Dedicated)	Web browser (Netscape Navigator, Internet Explorer)
Operating Environment	Temperature 32 to 122°F Humidity 5% to 80%
Status Indicators	1 green LED and 1 orange LED
Setup	Saved to non-volatile memory

*   If you set the search condition to "OR" or "END" when using the Lotus Domino Server, it will not work properly.

✎ ...
Note
In order to incorporate improvements, these product specifications are subject to change without notice

Status indicators

Indicator lit/off	Network status
Green indicator lit	Link established
Green indicator blinking	Transmitting/receiving data
Orange indicator lit	Network data rate at 100 Mbps
Orange indicator blinking	Transmitting/receiving data at 100 Mbps
Orange indicator off	Network data rate at 10 Mbps

10/100Base-T UTP cable specifications

General Ethernet standards apply when connecting a 10/100Base-T UTP cable to an RJ-45 connector on the network. Use cables of Category 5 or better (depends on the length).

Pin No.	Color	Ethernet
8	Blue/White	
7	Blue	
6	Orange/White	Receive-
5	Green/White	
4	Green	
3	Orange	Receive+
2	Brown/White	Transmit-
1	Brown	Transmit+

7.2   Entering text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered accounts and custom paper sizes. The keypad can also be used to type in numbers.

Any of the following keyboards may appear.

Example

Password input screen:
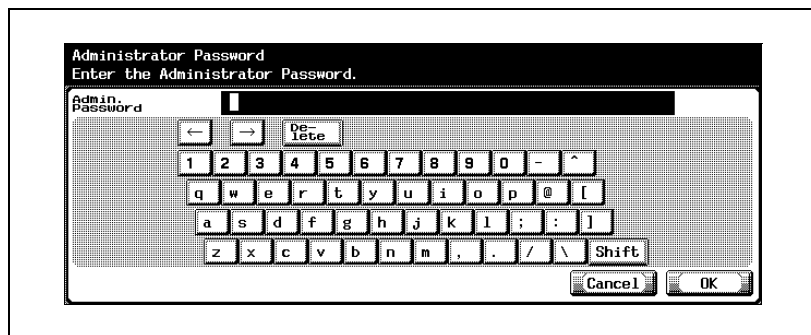
Screen for entering the name of a custom paper size:
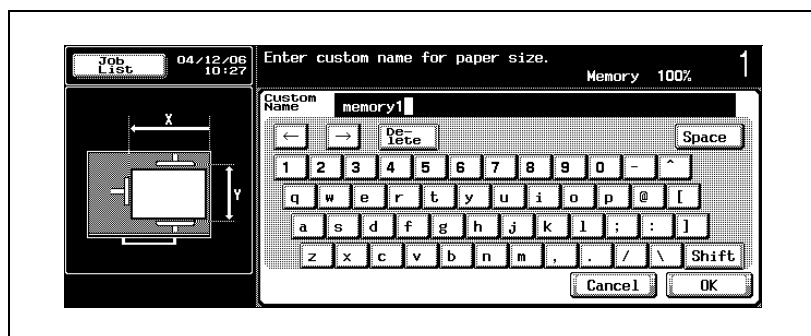
Touching [Shift] switches the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).
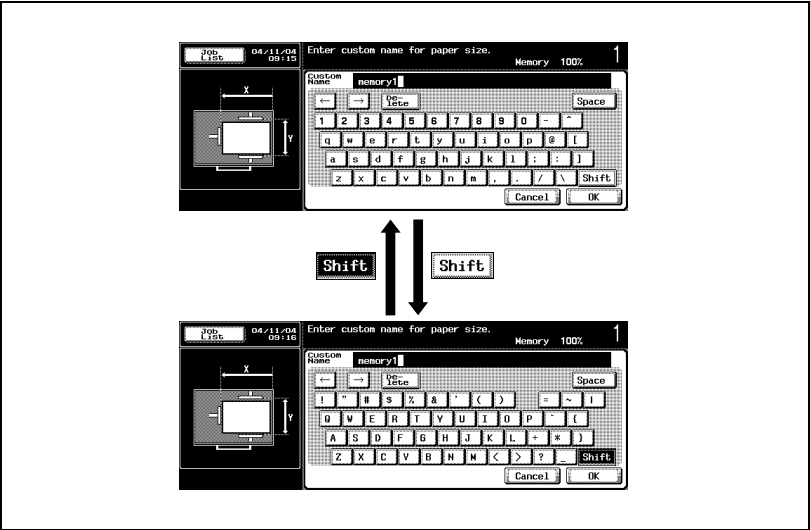
To type text

➔ Touch the button for the desired character from the keyboard that appeared.
   – To type in uppercase letters or symbols, touch [Shift].
   – Numbers can also be typed in with the keypad.

   The entered characters appear in the text box.

✎ **...**
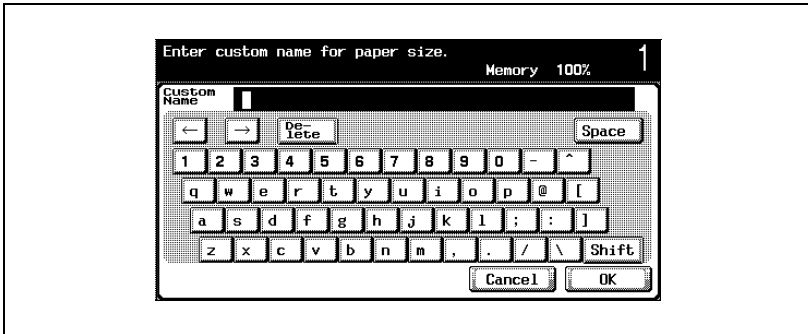
Note
To cancel changes to the settings, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

🔍

Detail
To change a character in the entered text, touch [◀] or [.▶] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of available characters

Alphanumeric characters/ symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz {¦(space)!"#$%&'()+,-./\:;<=>?@[]^_`{¦}~*0123456789

7.3   Glossary

Term	Definition
10Base-T/100Base-TX/1000Base-T	An Ethernet standard, which is a cable consisting of twisted copper wire pairs. The transmission speed of 10Base-T is 10 Mbps, of 100Base-TX is 100 Mbps, and of 1000Base-T is 1000 Mbps.
Active Directory	A service that manages all information such as hardware resources for servers, clients, and printers on a network supported by Microsoft and the attributes and access permissions of the users
anonymous FTP	While normal FTP sites are protected by an account name and password, this type of FTP site can be used by anyone without a password by simply entering "anonymous" as the account name.
APOP	Abbreviation for Authenticated Post Office Protocol. An authentication method with encrypted passwords, which results in increased safety, as compared to the usual unencrypted passwords used by POP to retrieve e-mail messages
AppleTalk	A generic name for the protocol suite developed by Apple Computer for computer networking
Auto IP	A function for automatically acquiring the IP address. If acquisition of the IP address failed with DHCP, an IP address is acquired from the address space of 169.254.0.0.
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1.
BMP	Abbreviation for Bitmap. A file format for saving image data which uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
Bonjour	Macintosh network technology for automatically detecting devices connected to the network and for specifying settings. Previously called "Rendezvous", the name was changed to "Bonjour" starting with Mac OS X v10.4.
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equals 8 bits.
Client	A computer that uses the services provided by a server through a network
Compact PDF	Compression method for reducing the data amount using the PDF format when converting color documents to data. The highest compression efficiency is achieved by identifying the text and image regions and using the resolution and compression method most appropriate for each region. The compact PDF format can be selected when converting documents to data using the scanning functions of this machine.
Contrast	The difference in intensity between the light and dark parts of the image (light/dark variation). An image with little light/dark variation is said to have a low contrast, and an image with large light/dark variation is said to have a high contrast.
CSV	Abbreviation for Comma Separated Values. One of the formats for saving database or spreadsheet data as a text file. (The file extension is ".csv".) The data, which is separated by commas (as the delimiter), can be shared by different applications.

Term	Definition
Default	The initial settings. The settings first selected when the machine is turned on, or the settings first specified when the function is selected.
Default Gateway	A device, such as a computer or router, used as a "gateway" to access computers not on the same LAN.
Density	An indication of the amount of darkness in the image.
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
Dynamic authentication (LDAP setting)	An authentication method option for connecting to the LDAP server from the multifunctional product. Select this option if the name and password for logging on to the LDAP server must be entered each time by the user when referencing the destination information from the LDAP server.
Ethernet	LAN transmission line standard
File Extension	The characters added to the file name in order to differentiate file formats. The file extension is added after a period, for example, ".bmp" or ".jpg".
FTP	Abbreviation for File Transfer Protocol. A protocol for transferring files over the Internet or an intranet on the TCP/IP network.
Gateway	Hardware and software used as the point where a network is connected to a network. A gateway also changes data formats, addresses, and protocols according to the connected network.
Gradation	The light and dark levels of an image. As the number increases, smoother brightness variations can be reproduced.
Grayscale	Monochrome image expressive form using the gradation information from black to white.
GSS-SPNEGO/Simple/Digest MD5	Authentication methods for logging on to the LDAP server. The authentication method (GSS-SPENGO, SIMPLE or Digest MD5) for the LDAP server differs depending on the server being used and the server settings.
Halftone	The method of producing the light and dark parts of an image through varying sizes of black and white dots.
Hard Disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
Host Name	Displayed name of a device over a network

Term	Definition
HTTP	Abbreviation for HyperText Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
ICM	Abbreviation for Image Color Management. The color management system used by Windows. Color differences of input/output devices, such as monitors, scanners and printers, are adjusted to reproduce colors so that they are nearly the same on any device.
IMAP	Abbreviation for Internet Message Access Protocol. The protocol for retrieving e-mail messages with the function for managing mailboxes on the server. Currently, IMAP4 (the fourth version of IMAP) is most often used.
Install	To install hardware, operating systems, applications, printer drivers on to a computer.
IPP	Abbreviation for Internet Printing Protocol. A protocol that sends and receives print data and controls printers over the Internet on a TCP/IP network. Data can also be sent to printers in remote areas to print over the Internet.
IPX	A protocol used with NetWare and works at the network layer of the OSI reference model.
IP Address	A code (address) that is used to identify individual network devices over the Internet. A maximum of three digits for four numbers are displayed such as 192.168.1.10. IP addresses are assigned to devices, including computers, which are connected to the Internet.
J2RE	Abbreviation for Java 2 Runtime Environment. One type of JavaVirtual Machine (Java VM) in a program operating environment written in the object-oriented language Java, developed by Sun Microsystems. This is required to run applications that were created with Java.
Java	A programming language developed by Sun Microsystems that runs on most computers regardless of the installed hardware and operating system. However, in order to run Java applications, an operating environment called "Java Virtual Machine (Java VM)" is required.
JPEG	Abbreviation for Joint Photographic Experts Group. One of the file formats for saving image data. (The file extension is ".jpg".) The compression ratio is roughly 1/10 to 1/100. This format uses an effective method in the compression of continuous-tone images, such as photographs.
Kerberos	A type of network authentication system used by Windows 2000 or later. Used in Active Directory authentication. Users can be safely and efficiently authenticated with a two-phase authentication (user logon and network resource usage) on a dependable site set up on the network.
LAN	Abbreviation for Local Area Network. A network which connects computers on the same floor, in the same building, or in neighboring buildings.
LDAP	Abbreviation for Lightweight Directory Access Protocol. On a TCP/IP network, such as the Internet or an intranet, this protocol is used to access a database for managing environment information and the e-mail addresses of network users.

Term	Definition
LPD	Abbreviation for Line Printer Daemon. A printer protocol that uses TCP/IP and is platform-independent. Originally developed for BSD UNIX, it has become the standard printing protocol and can be used with any general computer.
LPR/LPD	Abbreviation for Line Printer Request/Line Printer Daemon. A printing method over a network in a Windows NT system or UNIX system. Using TCP/IP, you can output print data from Windows or Unix to a printer over a network.
Macromedia® Flash®	Software developed by Macromedia, Inc. and used to create data combining vector-graphic animation and sound, and the format of this data file. The bidirectional content can be manipulated using a keyboard and a mouse. The files can be kept relatively compact, and they can be accessed with the Web browser plug-in.
MAC Address	Abbreviation for Media Access Control address. With a special ID number for each Ethernet card, data can be sent and received between the cards. A number consists of 48 bits. The first 24 bits consist of a special number for each manufacture controlling and assigning IEEE. The last 24 bits consist of a number that the manufacturer assigns uniquely to the card.
Memory	Storage device for storing data temporally. When the power is turned off the data may or may not be erased.
MH	Abbreviation for Modified Huffman. A data compression encoding method for fax transmissions. Documents containing mostly text are compressed to about 1/10 their original size.
MIB	Abbreviation for Management Information Base. In a TCP/IP transmission, this uses SNMP to define the management information format for a group of network devices. There are two formats: the manufacturer-specific private MIB and the standardized MIB.
MMR	Abbreviation for Modified Modified Read. A data compression encoding method for fax transmissions. Documents containing mostly text are compressed to about 1/20 their original size.
NetBEUI	Abbreviation for NetBIOS Extended User Interface. A network protocol developed by IBM. By simply specifying the computer name, you can build a small-scale network.
NetWare	Network operating system developed by Novell. NetWare IPX/SPX is used as the communication protocol.
NTLM	Abbreviation for NT LAN Manager. User authentication method used by Windows NT or later. With the MD4 and MD5 encoding methods, passwords are encoded.
NTP	Abbreviation for Network Time Protocol. The protocol for correctly adjusting the computer's internal clock over the network. In a hierarchical method, the time is adjusted with the server at the highest level using GPS to acquire the correct time, which is then referenced by each lower level host.
OCR	Abbreviation for Optical Character Reader. A device or software that converts handwritten or printed documents to text data by optically scanning it and, through comparison with a previously stored pattern, specifies the characters.
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer.

Term	Definition
PASV	Abbreviation for PASsiVe. A mode for connecting to an FTP server from within a firewall. If this mode is not specified, the firewall will be considered inaccessible and the connection will be terminated, preventing the file from being sent.
Peer-to-peer	A network format that allows connected devices to communicate without using a dedicated server
PDF	Abbreviation for Portable Document Format. An electronically formatted document which uses the .pdf extension. Based on the PostScript format, you can use the free Adobe Acrobat Reader software to view documents.
Pixel	An image pixel. The smallest unit of an image.
POP	Abbreviation for Post Office Protocol. A protocol for retrieving e-mail messages from a mail server. Currently, POP3 (the third version of POP) is most often used.
POP Before SMTP	A user authentication method for sending e-mail messages. First, the reception operation is performed and the user is authenticated by the POP server. Then, IP addresses where the user was successfully authenticated by the POP server are permitted to use the SMTP server. This method prevents third parties without permission to use the mail server from sending mail messages.
Port Number	The number that identifies the transmission port for each process running on a computer on the network. The same port cannot be used by multiple processes
Proxy Server	A server that is installed to act as an intermediary connection between each client and different servers to effectively ensure security over the entire system for Internet connections
RAW port number	The TCP port number used when the RAW protocol is selected for Windows TCP printing. Usually set to 9100.
realm (IIP setting)	Region for performing security functions. This is constructed of authentication information such as the user name and password, and defines the security rules in the region.
referral setting (LDAP setting)	If there is no corresponding data on the LDAP server searched for the destination, specify which LDAP server should be searched next or specify an LDAP server. Specify whether or not the multifunctional product searches this specified LDAP server.
Resolution	Displays the ability to reproduce the details of images and print matter correctly
Preview	A function that allows you to view an image before processing a print or scan job
Property	Attribute information When using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.
Protocol	The rules that allow computers to communicate with other computers or peripheral devices.
Samba	UNIX server software that uses SMB (Server Message Block) so that UNIX system resources can be used from a Windows environment.

Term	Definition
Scanning	With the scanning operation of the scanner, an image is read while the row of image sensors is gradually moved. The direction that the image sensors are moved is called the main scanning direction, and the direction in which the image sensors are arranged is called the sub-scanning direction.
Screen Frequency	Indicates the density of dots used to create the image.
Single-Page TIFF	A single TIFF file that contains only a single page.
SLP	Abbreviation for Service Location Protocol. Services on a TCP/IP network and clients are automatically searched for.
SMB	Abbreviation for Server Message Block. A protocol that shares files and printers over a network and which is mainly used by Microsoft Windows.
SMTP	Abbreviation for Simple Mail Transfer Protocol. A protocol for sending and forwarding e-mail.
SNMP	Abbreviation for Simple Network Management Protocol. A management protocol in a network environment using TCP/IP.
SSL/TLS	Abbreviation for Secure Socket Layer/Transport Layer Security. The encoding method for safely transmitting data between the Web server and browser.
Subnet Mask	The unit used to divide a TCP/IP network into small networks (subnetworks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. The de facto standard protocol used by the Internet that uses IP addresses to identify each network device.
TCP Socket	Indicates that API for the network is used with TCP/IP. A transmission route is opened using this socket to input and output normal files.
TIFF	Abbreviation for Tagged Image File Format. One of the file formats for saving image data. (The file extension is ".tif".) Depending on the tag indicating the data type, information for various image formats can be saved in a single image data.
Thumbnail	A small image that shows the contents of the image or document file (the image displayed when the file was opened).
TWAIN	The interface standard for imaging devices, such as scanners and digital cameras, and for applications, such as graphics software. In order to use a TWAIN-compliant device, the TWAIN driver is required.
USB	Abbreviation for Universal Serial Bus. A general interface standard for connecting a mouse, printer, and other devices to a computer.
Uninstall	To delete software installed on a computer.
Web Browser	Software such as Internet Explorer and Netscape Navigator for viewing Web pages.
WINS	Abbreviation for Windows Internet Naming Service. A service for recalling named servers for the conversion of computer names and IP address in a Windows environment.
Zone	A name given in an AppleTalk network. This is used to group multiple devices on an AppleTalk network.

7.4 Index